

ROCHESTER, NH POLICE COMMISSION

AGENDA

February 1, 2023 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. January 4, 2023

4. OLD AND UNFINISHED BUSINESS:

- A. Other Old Business before the Commission

5. NEW BUSINESS:

- A. Oaths of Office; New Officers: Jack Settele, Rachel Hill, Katelyn Mills, Michael McQuade
- B. Annual Awards
 - 1. Support of the Year: Specialist Heather Stevens
 - 2. Officer of the Year: Det. Justin Livingstone
 - 3. Chief Theodore Blair Memorial Award Recipient: Officer Nicole Knox
- C. Accept Resignation: Sgt. Spencer Aube
- D. Policy – New: Body Worn Cameras. First Reading.
- E. Monthly Reports
 - 1). Operations
 - 2.) Administration
- F. Other

6. CORRESPONDENCE:

- A. Off. Gleason is thanked by a resident for a response to criminal mischief incident.
- B. Det. Garstin is praised by the family of a victim of elder abuse.

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



**Rochester Police Commission
Rochester, NH 03867**

Derek J. Peters, Commissioner
David R. Stevens, Commissioner
David E. Winship, Jr. Commissioner

MINUTES OF THE POLICE COMMISSION MEETING

The Rochester Police Commission held their regular monthly meeting on Wednesday, January 4, 2023 at 7:00 P.M. in City Hall, Council Chambers. Participants in this meeting: Comm. Peters (by remote feed), Comm. Stevens, Comm. Winship, Chief Boudreau, Dep. Chief Thomas, Capt. Pinkham, Chaplain Cilley, and Secretary Warburton.

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

All participated in the pledge of allegiance.

Chaplain Cilley led us in prayer.

A. Roll Call. The clerk called the roll marking Comm. Peters (by remote feed), Comm. Stevens and Comm. Winship present.

B. Remote Attendance: Comm. Stevens chaired the meeting, and inquired of Comm. Peters if he was physically unable to attend tonight's meeting in person. Comm. Peters confirmed that was true. Comm. Stevens inquired if any other person was in the room with Comm. Peters. Comm. Peters stated no (no one else was there.)

All votes by roll call vote.

2. PUBLIC COMMENT: No one was present for any public comment.

3. ACCEPTANCE OF MINUTES:

A. December 7, 2022.

Comm. Winship MOVED to accept the minutes of the November 2, 2022 meeting. Comm. Peters SECONDED the motion. The motion to accept the minutes as presented PASSED by roll call vote 3-0; Comm. Winship yes, Comm. Stevens yes, and Comm. Peters yes.

4. OLD AND UNFINISHED BUSINESS:

A. Policy Update: Policy 26.1.1.2 Uniform Appearance: Second Reading for Adoption

Comm. Peters MOVED to place Policy 26.1.1.2 Uniform Appearance into a second reading by title only, for adoption. Comm. Winship SECONDED the motion. The motion to approve the policy as updated PASSED by roll call vote 3-0; Comm. Winship yes, Comm. Stevens yes and Comm. Peters yes.

5. NEW BUSINESS:

A. Policy New: Policy 22.3.1.2 Maternity Duty: First reading.

Comm. Peters MOVED to place Policy 22.3.1.2 Maternity Duty: into a first reading Comm. Winship SECONDED the motion. The motion PASSED by roll call vote 3-0; Comm. Winship yes, Comm. Stevens yes and Comm. Peters yes.

Comm. Peters MOVED to suspend the rules and place Policy 22.3.1.2 Maternity Duty into a second reading, by title only, for adoption. Comm. Winship SECONDED the motion. Open for discussion.

Chief Boudreau said this policy is long overdue and deals with maternity duty for our female workforce. We have hired several female officers over the past couple of years. This discussion started at least three years ago when I, now Lt. Turner and Officer Johnson all took an online class for women in law enforcement. Part of this talked about these issues, dealing with maternity issues for female officers. We quickly realized while we did many things right, we didn't have a policy. But we should have a policy relating to return to duty provisions and other issues associated with nursing new mothers, such as providing an appropriate area to do that in private. We are working on this in the building improvements.

The policy deals with female officers during pregnancy where they at some point should not be working the street. Whether the doctor puts them in an alternate duty state. We need a policy on how we will do this. We would like to have this approved as soon as possible.

Comm. Stevens commented that he read the policy and it makes sense. Has Human Resources weighed in? How was this vetted?

Chief Boudreau said no he hadn't spoken to HR. However we sourced this policy from a couple of CALEA accredited Departments.

Comm. Stevens MOVED Policy 22.3.1.2 Maternity Duty into a second reading by title only, for adoption. Comm. Winship SECONDED the motion. The motion approve the policy PASSED by roll call vote 3-0; Comm. Winship yes, Comm. Stevens yes and Comm. Peters yes.

C. Monthly Reports

1). Operations. There are 73 cases in ISB, which has been the average the past several months. We do have a Detective who will be out on medical leave. With adding a couple more people in the next month we hope to spread that case load out more. There were three backgrounds done, both in patrol and dispatch.

Officer Hatch and K9 Ripley had their first successful track, locating an individual who fled from a traffic accident.

COMPSTAT: There was a slight increase in motor vehicle accidents. We have been monitoring this for a while. Some have been weather related or animals in the road. There is nothing concerning or out of the ordinance for this time of year.

Property crimes are down for the month, with no trends.

There are no trends in violent crimes.

Year to date our calls for service are down.

Comm. Stevens commented that we seem to be having a lot more traffic accidents.

Capt. Pinkham said the Crime Analyst breaks down the location and cause. Parking lots are on the rise. There is nothing concerning or that extra enforcement is needed other than patrolling. It's hard to prevent animal in the roadway collisions.

Chief Boudreau said that the driving habits he commented on last month, there is an impatience among the motoring public. Personally I see more violations when I am off duty. People sneak through the light when it's red. I had stressed last January with supervisors to refocus on motor vehicles. My direction was at least one traffic stop for everyone working, every day. I don't think it's an unreasonable expectation. We are busy, but we are also getting better staffed and moving personnel around to complete what we have wanted to do for some time. I want to get cases out of patrol faster to free up officers for more proactive enforcement. This addressing traffic concerns so that the motoring public in town are all safe on our roads.

Comm. Stevens inquired for we are seeing a high number of cell phone use.

Chief Boudreau replied that it still happens.

COMMUNITY ENGAGEMENT. Officer Kimbrough has been very active this past month at different activities. Of note is the outreach at various homeless camps. He has taken on a project of mapping camps and whom is staying where. He's working with the community outreach coordinator and our juvenile diversion coordinator offering resources and assistance, handing out baskets, clothing and items. Some of the additional items they had were brought to Way Point.

We will have more to report on next month as our POP unit resumes on Monday. We are excited to get that unit back up and running.

COMMUNICATIONS: The Communications center has one in training still. Unfortunately we did get another resignation this period, so we are still down by five. This is an ongoing issue we are reporting out on month after month. We are continuously interviewing and working on backgrounds, but sometimes people realize the job is not for them. We are trying to find creative ways to advertise and get people to apply and accept positions

We did again hold the annual Project Good Morning breakfast. Chief Boudreau dressed as Santa to bring some cheer. We have done this for several years. Participants call in each morning to let us know they are fine. If we don't hear from them, we call them, and if needed will send a cruiser to check on them. This is a really good program.

For the past several years Pat Gagnon and his staff at Granite Steak and Grill volunteer and donate the space and meal for this. We send a big thank you to Pat and Granite Steak and Grill for their community involvement.

DIVERSION: Nicole was active this period. The most notable was the work done for National Runaway Prevention month in November. She worked with Waypoint in gathering supplies to hand out and get the organized publicized being new to our area.

HIRING: We have five new officers starting on Monday. One being the paperwork officer and four full time officers. One is certified and the other three will attend the academy beginning at the end of February. Officer Birmingham is heading to the academy on Monday.

Comm. Peters said so we have three open positions.

Dep. Chief Thomas said that was correct. We have interviews set for this Saturday and another round the following week.

HOUSING Calls for service are down which is typical for this time of year. Off. Babine and other Department members helped deliver holiday food baskets right before Thanksgiving and Christmas at the various locations. This is a successful event and we are happy to be involved with stuff like that.

TRAINING: Dep. Chief Thomas said that we have had a plethora of training. One notable was our use of force classroom, with simunitions. DPW allowed us the use of their building during the night hours. We appreciate and thank them for permitting that.

Comm. Peters asked if the certified would be solo in six or eight weeks.

Chief Boudreau said that it will probably be a bit longer. The community she is from is small, so we are planning on a full FTO and will adjust that depending on performance during field training.

Comm. Peters asked how many officers we have in field training.

Dep. Chief Thomas said we currently have four in FTO. Two are on extended field training for a couple more weeks, and we anticipate Officers' McPherson and Howardkoppes to be released sometime in February. Three were recently released to solo patrol and with that we have backfilled the POP Unit and one Detective.

2.) Administration: Dep. Chief Thomas said our cruisers are in at McFarland Ford. We are waiting for our slot for those being traded to be stripped and then outfitted by NEVO. We are scheduled for the last week of January.

We have been reviewing the contract for the new records management system, CSI. Once the contract is signed there is a lot of backend work that will need to be done and we don't expect to be using the system until later in 2023.

WatchGuard is set to be on site the first three days of February setting up training, with implementation to follow for the Body Cameras.

Comm. Stevens inquired if the training will be for just patrol or all staff?

Chief Boudreau replied that we won't be able to get all 60 officers into the training and implementation phase. We will train a core group like train-the-trainer who will help teach others. The system isn't difficult, it's learning the backend of it with evidence management. The storage of the data is cloud based. It will store here briefly and then upload to the cloud. Officers will log their event with a property number so it can be attached to a case. Previously for discovery we would have to burn video to a disk. This system will allow us to make a link. There is the whole redaction aspect of the video as well.

Dep. Chief Thomas said over the past month there have been budget meetings so we can get all of our entries into the OM. We have to have those in by the end of next week, and the following week we need to have our issues and options complete.

Comm. Peters inquired on the adopt a school programs' progress.

Capt. Pinkham said he has been getting good feedback. He has also adopted a school. Officers routinely stop and regularly check in.

6. CORRESPONDENCE:

None for discussion.

7. INFORMATION:

None for discussion

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

Commissioner Stevens MOVED to enter a nonpublic session at 7:29 P.M. pursuant to RSA 91-A:3, paragraph II, section A (personnel). Comm. Winship SECONDED the motion. The motion PASSED by roll call vote Comm. Peters – yes, Comm. Stevens – yes, Comm. Winship – yes.

The non-public session closed at 8:58 P.M. on a MOTION by Comm. Peters. Comm. Stevens SECONDED the motion. The motion PASSED by roll call vote Comm. Peters – yes, Comm. Stevens – yes, Comm. Winship – yes.

Comm. Peters MOVED to seal the minutes of the non-public session. The motion was SECONDED by Comm. Stevens. The motion PASSED by roll call vote Comm. Peters – yes, Comm. Stevens – yes, Comm. Winship – yes.

9. MISCELLANEOUS:

Comm. Peters MOVED to approve the evaluations and merit track increase for Sgt. Jacob Benjamin (Sgt. track 4) and Sgt. Cory Krochmal (Sgt. track 3), Sgt. Christopher Cost (3.7%), Sgt. Anthony Deluca (3.45%), Lt. Jeremy Aucoin (3.7%), Lt. Anthony Bossi (3.6%), Lt. Anne Gould (3.75%), Lt. Michael Miehle (3.58%), Lt. Elizabeth Turner (3.75%), Capt. Todd Pinkham (3.75%), Capt. Andrew Swanberry (3.8%), Dep. Chief Jason Thomas (3.95%). Comm. Winship SECONDED the motion. The motion PASSED by roll call vote Comm. Peters – yes, Comm. Stevens – yes, Comm. Winship – yes.

10. ADJOURNMENT:

Comm. Stevens MOVED to adjourn. SECOND by Comm. Winship at 8:59 P.M.

Respectfully Submitted

Rebecca J. Warburton
Secretary

APPROVED BY COMMISSION:



GARY M. BOUDREAU
Chief of Police

ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET
ROCHESTER NH, 03867-1933

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

"Dedication, Pride, Integrity"

POLICE COMMISSION

DEREK J. PETERS
Commissioner
DAVID R. STEVENS
Commissioner
DAVID E. WINSHIP, JR.
Commissioner

February 1, 2023



I, Rachel Hill 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.

Rachel Hill

STATE OF NEW HAMPSHIRE

STRAFFORD, SS:

Then the above named Rachel Hill , appeared and took oath of Office by law prescribed.

Before me

Andrea Mitrushi
Justice of the Peace



GARY M. BOUDREAU
Chief of Police

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February 1, 2023



I, Michael McQuade 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.

Michael McQuade

STATE OF NEW HAMPSHIRE

STRAFFORD, SS:

Then the above named Michael McQuade , appeared and took oath of Office by law prescribed.

Before me

Andrea Mitrushi
Justice of the Peace



GARY M. BOUDREAU
Chief of Police

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Commissioner

February 1, 2023



I, Katelyn Mills 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.

Katelyn Mills

STATE OF NEW HAMPSHIRE

STRAFFORD, SS:

Then the above named Katelyn Mills , appeared and took oath of Office by law prescribed.

Before me

Andrea Mitrushi
Justice of the Peace



GARY M. BOUDREAU
Chief of Police

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Commissioner

February 1, 2023



I, Jack Settele 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.

Jack Settele

STATE OF NEW HAMPSHIRE

STRAFFORD, SS:

Then the above named Jack Settele , appeared and took oath of Office by law prescribed.

Before me

Andrea Mitrushi
Justice of the Peace

CIVILIAN SUPPORT OF THE YEAR

NOMINEES



- **HEATHER STEVENS**



Becky Warburton

From: Khristine Bibeau
Sent: Monday, December 5, 2022 9:30 AM
To: Becky Warburton
Subject: Re: Award Nominations Due Dec 6, 2022

Good Morning Becky,

I would like to submit the following nominations;

Civilian Support Person of the Year:

Heather Stevens [REDACTED]

I know it's one for the award but to me, each of these people deserve a nomination.

Heather has been a Communication Specialist with our center for approximately 2 years. In those years she has trained to become a certified trainer and works daily to get to know the officers she dispatches for calls in our city. Heather has worked an abundance of overtime to help reduce the staff shortage within Dispatch. Heather shows up and displays her knowledge by always looking to learn something new to grow her skills. Heather uses her years of customer service to help provide solutions to the citizens of Rochester. Each shift Heather displays her drive and willingness to bring all responders home safe.

[REDACTED]

Khristine



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Chairman
DAVID R. STEVENS
Vice Chairman
LISA M. STANLEY
Commissioner

PAUL R. TOUSSAINT
Chief of Police



RECEIVED

NOV 30 2022

OFFICE OF THE CHIEF
ROCHESTER POLICE DEPT

Date: November 30, 2022
From: Keri Devine, Communications Supervisor
To: Rebecca Warbuton, Chief's Secretary

Re: Civilian Person of the Year 2022

I would like to extend my recommendation for Civilian Person of the Year 2022 to Heather Stevens.

Although Heather doesn't have tenure as a Communications Specialist, she is a leader within our Center. During her first year, Heather took a call for a homicide within in the City along with several other in progress calls for service or fire related calls. Heather has only shown a more eagerness to learn the profession. Since her hire date, she has attended multiple trainings including seeing the need for Certified Training Officers within the Center. She went to the CTO School so that she could assist in training applicants into quality dispatchers. Heather is committed to being a team player not only during the pandemic but also during our critical staffing shortages. Heather has single handedly cloned herself and has consistently worked multiple doubles in a week to alleviate overtime or her co-workers being ordered. In this past fiscal year alone, Heather worked a total of 647.5 hours of overtime.

Heather has gone out of her way to bring morale up within the Center, she gets along with all of her colleagues and is neutral in conflict situations within the workplace. Heather tries to build a bridge between patrol and dispatch partaking in candy dishes outside of the dispatch Center to entice patrol to stop by and say "hi". She is effective and efficient at her job wherein often times I am later notified of how clear and concise she is with her radio and phone transmissions. She is confident in her dispatch capabilities but is always willing to learn new techniques.

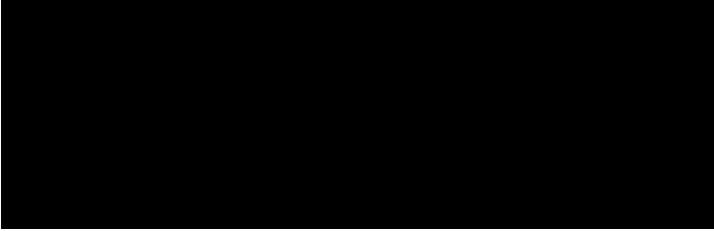
Heather takes the initiative to grow within the Center often taking on tasks and responsibilities to assist the Center in its day to day responsibilities. She requests often for more responsibilities and to attend trainings to encourage improvement not only with herself but the Center.

Although Heather has only been here a short time, she shows tremendous dedication and commitment to the job, the department and the City and I only see many more nominations for Civilian of the Year in her future.

Keri Devine
Communications Supervisor

POLICE OFFICER OF THE YEAR

NOMINEES



- **JUSTIN LIVINGSTONE**



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Commissioner



GARY M. BOUDREAU
Chief of Police

To Whom It May Concern,

I am writing this nomination to nominate Detective Justin Livingstone for the Officer of the Year award. Recently this year the investigative services bureau has experienced several changes in organizational structure and leadership. Detective Livingstone has established himself as one of the "go to" senior detectives when it comes to training newer detectives like myself and helping educate incoming supervisors regarding how ISB operated in the past and what worked well. Detective Livingstone likes to joke around every now and then referring to himself as "hat badge number one" after successfully helping someone. While his humor is another thing that makes Detective Livingstone well liked by his peers, his overall job knowledge and experience at the Rochester Police Department reflects his rank of the most senior patrol officer earning him that title.

Throughout my career at the Rochester Police Department, I cannot recall a time when Detective Livingstone was acknowledged as a valued employee through an award. Detective Livingstone has held many roles through his years at the police department and has always been a role model to younger officers regarding how they should conduct themselves and the quality of work they should put forward. I have seen Detective Livingstone make constant efforts to praise the good work newer officers are doing and help assist the ones who may be struggling in an investigative technique.

Detective Livingstone continues to involve himself in the police department in many ways even as a senior officer. He's one of the first to sign his name for community events and details. When on these details Detective Livingstone engages himself with the community and is well liked and respected. The Rochester Police Department and the community have directly benefited from Detective Livingstone's years of dedicated service to the community and this agency. He deserves to be recognized as the 2022 "Police Officer of the Year" for these reasons.

Respectfully submitted,

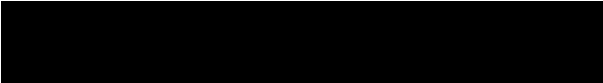
Detective Kyle Danie
Rochester NH Police Department
Investigative Services Bureau
23 Wakefield Street
Rochester, NH 03867
603-330-7159 (Fax)

CHIEF THEODORE BLAIR MEMORIAL AWARD

NOMINEES



- **NICOLE KNOX**



-

Becky Warburton

From: Khristine Bibeau
Sent: Monday, December 5, 2022 9:30 AM
To: Becky Warburton
Subject: Re: Award Nominations Due Dec 6, 2022

Good Morning Becky,

I would like to submit the following nominations;

Chief Blair Award:

Patrolman Nicole Knox

Nicole has had the transition from Communications Specialist to Patrolman over her years and it helps with her daily understanding and application of her job. Nicole is a new Field Training Officer and has demonstrated patients on her first few trainees who have come from different types of background to really walk the process through to result in a great training experience. Nicole is never shy on cracking jokes and making others be able to smile. Nicole helps when others are having bad days to remind them of the desire and why we all started this job. By all of the listed information above I believe Nicole demonstrates compassion and respect for others through partnership and mentorship.



GARY M. BOUDREAU
Chief of Police

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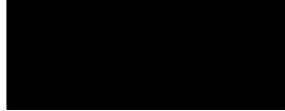
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Commissioner



Spencer Aube



January 31, 2023

Chief Gary Boudreau
Rochester Police Department
23 Wakefield St.
Rochester, NH 03867

Chief Boudreau,

As we discussed, I have accepted a position as a Special Agent with the US Dept. of State, [REDACTED]. Please let this letter serve as a notice of my resignation as a Sergeant with the Rochester Police Department. This advanced notice is intended to assist the agency with transitioning and planning for the future as best as possible.

It has been a pleasure working with the men and women of the Rochester Police Department. I have grown both personally and professionally and I hope that I have been a positive influence on the agency and its officers during my time here. The decision to leave this agency is a difficult one, but I have been offered a once in a lifetime career opportunity that I cannot turn down.

My last day with the Rochester Police Department will be March 24th, 2023. Please let me know if there is anything I can do to help the agency with the selection of my replacement and the transition process. I wish you and the rest of the police department the best.

Respectfully submitted,

Spencer Aube



ROCHESTER POLICE DEPARTMENT

STANDARD OPERATING PROCEDURES

POLICY NO: 41.3.2.4.1	SUBJECT: Body Worn & In-Car Video Cameras
EFFECTIVE DATE:	RESCINDS: All previous policies, procedures and general orders
ISSUING AUTHORITY: Gary M. Boudreau	

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

I. PURPOSE:

The purpose of this policy is to provide guidelines for use, management, storage, and retrieval of audio and visual media by the Rochester Police Department body worn cameras (BWC's) and in-car video (ICV)

II. POLICY OBJECTIVES:

The objective of the BWC and ICV program will be to:

- Provide accurate accounting of daily interaction between citizens and the police, therefore protecting both parties.
- Improve officer performance.
- Identify training needs to enhance officer safety.
- Enhance the department's ability to review probable cause for arrest, evidence for investigative and prosecutorial purposes.

III. POLICY:

The Rochester Police Department BWC and ICV program will be utilized to collect evidence, investigate allegations of misconduct, defend civil litigation, and maintain transparency. The BWC and ICV systems will be utilized by all sworn members, wearing the uniform of the day, and/or duties/assignments designated by the Chief of Police, or his/her designee. The BWC and ICV systems will only be used in accordance with all applicable state and federal laws, including but not limited to [New Hampshire RSA 105-D](#), and [New Hampshire RSA 570-A](#). On the specified BWC and ICV system issued and approved by the Rochester Police Department will be used.

IV. DEFINITIONS

- A. **BODY WORN CAMERA SYSTEM (BWC):** For the purpose of this General Order, the BWC refers to the on-officer audio/video recording and storage system as approved by the Rochester Police Department. The system is comprised of hardware (i.e., recording device to capture video and audio which is worn on the individual employee's person) and a storage system to securely store system data.



ROCHESTER POLICE DEPARTMENT

STANDARD OPERATING PROCEDURES

POLICY NO:

41.3.2.4.1

SUBJECT: Body Worn & In-Car Video Cameras

- B. In-Car Video (ICV) System: Consists of both hardware and software components installed in police vehicles, to include cameras, microphones, and data storage devices which are used with the purposes of digitally capturing, storing, and reviewing police related events. The ICV system starts recording automatically given certain system settings, such as the activation of emergency lights, and can also be started manually.
- C. COMMUNITY CARETAKING FUNCTION: A task undertaken by a law enforcement officer in which the officer is performing an articulable act unrelated to the investigation of a crime. It includes, but is not limited to, participating in meetings or other community outreach efforts, helping a child find his or her parents, providing death notifications, dealing with individuals asking for directions or other assistance, and performing in-home or hospital well-being checks on sick, elderly, or persons presumed missing.
- D. LAW ENFORCEMENT RELATED ENCOUNTERS OR ACTIVITIES: These include, but are not limited to, traffic stops, pedestrian stops, arrests, searches, interrogations, investigations, pursuits, crowd control, traffic control, non-community caretaking interactions with an individual while on patrol, or any other instance in which the officer is enforcing the law. The term does not include the following:
 - a. Activities when the officer is completing paperwork alone or in the presence of another law enforcement officer or officers; or
 - b. Community caretaking functions.
- E. SUBJECT OF THE RECORDING: Any law enforcement officer or any suspect, victim, detainee, conversant, injured party, witness, or other similarly situated person who appears on the recording and shall not include people who only incidentally appear on the recording.

V. LIMITATIONS

- A. Officers shall only use BWCs issued and maintained by the Rochester Police Department. BWC equipment and all data, images, and video captured, recorded, or otherwise produced by the equipment are the property of the Rochester Police Department and subject to the restrictions in this written directive.



ROCHESTER POLICE DEPARTMENT

STANDARD OPERATING PROCEDURES

POLICY NO:

41.3.2.4.1

SUBJECT: Body Worn & In-Car Video Cameras

- B. Officers who are assigned BWC and operate police vehicles equipped with ICV systems shall complete a department training program to ensure proper use and operation. Such training shall include:
1. Review of this directive
 2. Review of NH RSA 105-D, Body Worn Cameras
 3. Review of NH RSA 570-A:2, II (j) Wiretapping and Eavesdropping: Exceptions
 4. Features and functions of the department's body-worn camera and in-car video system, along with operation of associated software.
 5. Procedure for securing and saving required video evidence
 6. Review of privacy rights and applicable case law
- C. BWCs will be worn in the carrier/mount provided by the manufacturer, in the area of the sternum/centerline of the body as prescribed by the manufacturer and with the most unobstructed view. Officers shall ensure the BWC are worn on the outer most garment so they are not concealed to obstruct recordings.

VI. PROCEDURES

- A. Officers shall use BWCs while "in uniform" as defined by NH 105-D:1, III.
- B. Non-uniformed officers assigned to the Investigative Services Bureau are not required to wear BWC, but may use the BWC only when conducting investigations and responding to assist uniformed officers.
1. Officers assigned to specialty units who undertake pro-active law enforcement functions shall be required to wear BWC and follow guidelines established in this policy. An exemption to the above shall only be granted by the Chief of Police, to officers assigned to multi-jurisdictional task forces in order to follow their policies.
- C. Prior to the beginning of each tour of duty, officers shall determine if their assigned BWC is positioned correctly and working properly. Officers shall promptly notify their supervisor, or the on-duty Shift Commander of any malfunction or issue.



ROCHESTER POLICE DEPARTMENT

STANDARD OPERATING PROCEDURES

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41.3.2.4.1

SUBJECT: Body Worn & In-Car Video Cameras

D. When assigned a cruiser that is equipped with ICV, officers shall test the equipment for proper operation prior to deployment. This test will be documented on the vehicle service memo. Officers shall promptly notify the on-duty Shift Commander of any malfunction or issue.

E. Proper activation and use of BWC and ICV:

1. Recordings shall be specific to an incident. Officers shall not indiscriminately record entire duties or patrols.
2. Officers and detectives will use BWC and ICV while in uniform and during engagement in a primary patrol function, when involved in law enforcement encounters or activities as part of an investigation, or while engaged in extra-duty police detail assignment. In uniform will include the uniform of the day, as well as garments marked with "Rochester Police" or contain the standard police shoulder patches, badge and name bar.
3. Officers shall activate the video and audio components of the BWCs and ICV and start recording upon arrival on scene of a call for service or when engaged in any law enforcement-related encounter or activity, or upon activation of lights and siren. Officers will have to activate the BWC and ICV manually, unless activated by automatic triggers implemented by the department.
4. Officers may use their discretion when deciding to activate the BWC during incidental public contact during the ordinary course of their tour. Officers are not required, or expected, to activate their BWC when conducting police engagement activities or other situations that do not involve the delivery of police services. Officers may, at their own discretion, activate their cameras during these instances if they feel it useful or necessary. Officers may also activate their cameras outside of the mandatory requirements at their discretion but must inform individuals they are being recorded and must abide by exceptions and prohibitions.
5. Once activated, the BWC and ICV shall remain activated until the event is completed in order to ensure the integrity of the recording, unless otherwise provided in this policy.
 1. If the officer deactivates the BWC, the officer should record the reason with a message on the BWC prior to deactivating and shall document the reason for deactivation in their written report.



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6. Officers shall inform the individual that he or she is being recorded immediately upon contact, or as soon as practicable. When notification is not made, the recording officer shall document the reason for non-notification within the associated report.
7. If exigent circumstances exist which prevent the BWC or ICV from being activated as set forth above, the device must be turned on as soon as practicable. Both BWC and ICV have the ability to capture pre-event video as set by the manufacture.
8. If an officer fails to activate the BWC and/or ICV, or fails to record the entire contact, interrupts the recording, or if the BWC or ICV malfunctions, the officer shall document why a recording was not made, was interrupted, or was terminated as part of the associated police report.
9. Officers will be able to review all videos recorded by their respective BWC and ICV related to an incident for their recollection when preparing reports; however, prior to doing so, they shall document the incident based on their memory.
10. It must be noted in all reports as to whether a video was generated or not. This is necessary to notify all that review the reports if there is video of the incident.
11. NH RSA 570-A:2 provides the authority for police officers to make recordings in conjunction with routine stops provided that the officers shall first give notification of such recording to the party to the communication. The following requirements must be adhered to:
 - a. The cruiser must be recording from a public place.
 - b. Upon contacting any subject(s) to the recording process the officer shall advise that they are being recorded, but their permission is not necessary including when the person that is stopped pulls into a driveway and is encountered while on the curtilage of the property.

F. Post Use Procedures for BWC and ICV

1. All recordings from BWC/ICV shall be uploaded, stored, transferred to the cloud based storage system no later than the end of each shift, or as soon as reasonably practicable, in conformity to the most recent security policy of the Criminal



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Justice Information Services (CJIS) of the criminal justice information services division of the Federal Bureau of Investigation of the United States Department of Justice.

2. Each officer will be responsible to properly classify each video as needed in the system.
3. Officers using BWC and/or ICV shall bear primary responsibility to the proper preservation of recordings captured by the equipment assigned to them. Any attempt to alter, manipulate, or modify recordings other than to classify video is a violation of this policy and said officers could be subject to termination criminal liability.
4. Officers should write their respective reports based upon their recollection of the incident. However, officers may review their own BWV and ICV video prior to or while preparing their reports to ensure all relevant information needed to accurately describe law enforcement activities is included in the written report. This will also serve the purpose of identifying any further evidence, to include exculpatory evidence. The video will be accessed securely via the video management software on department owned devices.
 - a. Review of video during a deadly force incident will be at the discretion of the Attorney General's Office and with approval of the Chief of Police.
 - b. During internal investigations the department shall have the right to restrict access to any video from department members.
5. If officers need to review videos captured by additional officers, those officers will need to obtain permission from their immediate supervisors or the on-duty Shift Commander.

VII. RESTRICTIONS, EXCEPTIONS AND PROHIBITIONS ON RECORDINGS

- A. Officers shall not use a BWC or ICV to record any of the following:
 1. Communications with other police personnel except to the extent such communications are incidental to a permissible recording.
 2. Encounters with police personnel or individuals whom the officer knows are acting in an undercover capacity or as confidential informants respectively, unless expressly directed to be included as part of the investigation.



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SUBJECT: Body Worn & In-Car Video Cameras

3. Intimate searches such as strip or body-cavity searches.
 4. Hospitals, doctor's offices, or any medical facility that HIPPA privacy laws apply, except when responding to a call for service or an imminent threat to life or health.
 - a. If an officer is asked by a representative of a medical facility to turn off his or her camera, the officer shall continue recording if he or she is engaged in law enforcement activity that requires the camera to be activated
 5. An interview with a crime victim unless their expressed verbal or written consent has been obtained before the recording is made. Any recording obtained shall be consistent with the New Hampshire attorney general's model protocol for response to adult sexual assault cases, the New Hampshire attorney general's domestic violence protocol for law enforcement, the New Hampshire attorney general's stalking protocol for law enforcement, and the New Hampshire attorney general's child abuse and neglect protocol, as applicable. This paragraph shall not apply to cases where a parent or legal guardian is the subject of an investigation to which a juvenile is a victim or witness. In such cases, the juvenile may be interviewed without the expressed written or verbal consent of the parent or legal guardian under investigation.
 6. Interactions with a person seeking to report a crime anonymously. In such an instance, the law enforcement officer shall, as soon as practicable, ask the person seeking to remain anonymous if the person wants the officer to use the officer's BWC or in-car camera recording system. If the person does not want to be recorded, the officer shall deactivate all audio and video functions.
 7. While on the grounds of any public, private, or parochial elementary or secondary school, except when responding to a call for service or an imminent threat to life or health or when engaged in law enforcement activity that would otherwise require the officer's camera to be recording.
 8. When on break or otherwise engaged in personal activities.
 9. In any instance when it is believed that an explosive device may be present and electrostatic interference from the BWC may trigger the device.
 10. While testifying in court or participating in related court business such as seeking a warrant.
- B. In locations where an individual has a reasonable expectation of privacy, such as a residence, a restroom, or a locker room, a citizen may decline to be recorded unless:



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1. The recording is being made while executing an arrest warrant, or a warrant issued by a court, or the officer is in the location pursuant to a judicially- recognized exception to the warrant requirement. Officers shall inform an individual of the option not to be recorded. If a citizen then declines to be recorded, the officer shall deactivate the audio and video functions, and any images shall, as soon as practicable, be permanently distorted or obscured. The officer shall document the reason why the camera was not activated in the associated police report.
- C. Non-Sworn persons not employed by the Rochester Police Department shall not be allowed to review the recordings at the scene of any incident: and any requests for viewing shall be consistent with the delivery of discovery as part of the pre-trial preparation; or , as part of a public information request under RSA 91-A.

VIII. DATA RETENTION, DESTRUCTION AND MAINTENANCE

- A. All images and sounds recorded by BWC or ICV are the exclusive property of the Rochester Police Department. Accessing, copying or releasing files for non-law enforcement purposes is strictly prohibited. Specifically included in this section, images shall not be used for display or departmental operated websites or social media without the express consent of the recorded person(s). This paragraph shall not apply to the sharing of still image(s) captured by the BWC or ICV to help identify individuals or vehicles suspected of being involved in a crime.
- B. Recordings made by a BWC or ICV shall be permanently destroyed by overwriting or otherwise no sooner than 30 days and no longer than 180 days from the date the images were recorded, except that such recording shall be maintained by the Rochester Police Department or its storage agent for a minimum of four (4) years if:
 1. The recording is being retained by the Rochester Police Department as evidence in a civil or criminal case, or as part of an internal affairs investigation, or as part of an employee disciplinary investigation; or
 2. The recording captures images involving any of the following:
 - a. An action by a law enforcement officer that involves the use of deadly force.
 - b. The discharge of a firearm, unless for the destruction of an animal
 - c. Death or serious bodily injury.
 - d. An encounter about which a formal complaint has been filed with the police department within 30 days of the encounter.



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SUBJECT: Body Worn & In-Car Video Cameras

3. SWAT/Tactical Team activation - minimum of ten (10) years.

C. Notwithstanding the provisions of section B and its subsections (above) the following shall apply:

1. If there is any other legal requirement for retaining the recording, including but not limited to litigation, a pending criminal case, or a valid court or administrative order, then the recording shall be retained only as long as is legally required.
2. The Chief of Police may designate the recording as a training tool, provided that a person's image and vehicle license plate numbers shall first be permanently deleted, distorted, or obscured, or the person has been given an opportunity in writing to decline to have his or her image and/or vehicle license plate number to be so used. A recording so designated and prepared may be viewed solely by officers for training purposes only.
3. Notwithstanding the provisions within this section, any recording undertaken in violation of this policy or any other applicable law shall be immediately destroyed and, whether destroyed or not, shall not be admissible as evidence in any criminal or civil legal or administrative proceeding, except in a proceeding against an officer for violating the provisions of this policy and/or a violation of NH RSA 105:D-2, et. al. In a proceeding against an officer for violating the provisions of this policy and/or RSA 105: D-2, the recording shall be destroyed at the conclusion of the proceeding and all appeals.

D. Except where authorized by law, no person, including without limitation officers and their supervisors, shall edit, alter, erase, delete (other than erasing or deleting at the end of an applicable retention period specified by this directive), duplicate, copy, subject to automated analysis or analytics of any kind, including but not limited to facial recognition technology, share, display, or otherwise distribute in any manner any BWC or ICV recording or portions thereof. This paragraph shall not apply to the sharing of a still image captured by the BWC or ICV to help identify individuals or vehicles suspected of being involved in a crime.

E. All requests for public disclosure will be handled consistent with NH RSA 105-D and 91-A, and will be released only with approval of the Chief of Police or designee.



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SUBJECT: Body Worn & In-Car Video Cameras

All recording media, recorded images and audio recordings are the property of the Rochester Police Department. Dissemination outside of the agency is strictly prohibited without specific authorization of the Chief of Police or designee.

- F. Requests for BWC and/or ICV shall be submitted in writing and submitted to the Records Unit to be processed in accordance with this policy. The Support Division Commander or Chief's designee will initiate a review of video and recommend any necessary redactions.
- G. Recorded images and sound made from a Rochester Police Department issued BWC and/or ICV shall be for law enforcement purposes only. All access to this data shall be audited to ensure that authorized users only are accessing the data for law enforcement purposes only. All access to BWC data shall be authorized by the Chief of Police or designee and only for the purposes set forth in this policy. However, supervisors may, at any time, review BWC and/or ICV video of a subordinate officer, in the performance of their supervisory process.
- H. Recordings shall not be divulged or used by the department for any commercial or other non-law enforcement purpose. If the department authorizes a third party to act as its agent in storing recordings, the agent shall not independently access, view or alter any recording, except to delete videos as required by law or the department's retention policies. Neither the department nor its storage agent, if any, shall subject any recording to analysis or analytics of any kind, including without limitation facial recognition technology and data mining.
- I. BWC and ICV recordings relevant to criminal prosecutions shall be made available to defendants upon specific request through the discovery process. In response to a general request for the production of discoverable materials by a defendant or his counsel, the department will include the following statements in a cover letter accompanying the production of such discoverable materials:

“In addition to the enclosed materials, the Rochester Police Department is hereby notifying you that a recording or recordings from officer-worn body and in-car video cameras may exist in this case. If such recordings do exist, you may request a copy of said recordings from the prosecutor's office. Such copies will be available upon written request of the prosecutor's office up to 15 days before any scheduled trial. Failure to request copies of these recordings within this time frame may result in the recordings being recycled or disposed of.



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While recordings may be made available to you, please note that your use of such recordings is limited to your defense in the criminal proceedings currently pending against you, or other related proceedings, and the recordings may not be further disseminated. Pursuant to NH RSA 105-D:2, XII no person shall "edit, alter, erase, delete, duplicate, copy, subject to automated analysis or analytics of any kind, including but not limited to facial recognition technology, share, display or otherwise distribute in any manner, any body-worn camera or in-car video recordings or portions thereof."

IX. ADMINISTRATION

- A. Any supervisor may review audio and video footage recorded by the BWC and/or ICV as a result of a complaint, praise or recognition, training, or performance assessment, to ensure proper compliance with Rochester Police Department Standard Operating Procedures, Rules and Regulations, to assure proper functioning of BWC and ICV equipment and determine if the BWC and ICV equipment is being operated properly.
- B. Minor infractions (not criminal in nature) discovered during these reviews, with the exception of civilian complaints, should be used as training opportunities and not as disciplinary actions. Should the behavior become habitual after being informally addressed, the appropriate disciplinary or corrective action shall be taken.

SOURCE: Rochester Police Department SOPS, NH RSA 105-D:2, Dover Police Department IPR S-212, Manchester Police Department Written Directive, Hollis Police Department General Orders PR-334, UNH Police Department Policy O-0204

ADMINISTRATIVE MONTHLY REPORT

January 2023

Financial/Purchasing:

- We picked up our new vehicles at McFarland Ford. NEVO is scheduled to strip 3 old cars then work on outfitting the new vehicles.
- Watchguard will be on site February 1, 2, & 3 for set up and training of the new body worn cameras.
- We met the deadline set by Finance to have our FY24 proposed O&M budget, CIP, and Issues & Options entered and submitted. The next step is Finance conducting an initial review followed by myself and Chief Boudreau meeting with the City Manager, Finance Director, and Deputy Finance Director.
- The purchase orders over \$5,000 this month: the additional backline car (Ford Escape), Blauer pants (to be worn with the outer carrier vests), and Watchguard in car camera systems for two additional Ford Interceptors added to the fleet (one front-line patrol vehicle and the admin vehicle).

Training/Hiring:

- On 01/01/23, Officer Alexander Howardkoppes and Officer Steven McPherson started Phase 2 of their field training. Both officers performance throughout the month of January is on track to have their field training completed and released to solo patrol by 02/13/23.
- On 01/09/23, Officer Aidan Birmingham started the 191st New Hampshire Police Academy in Concord. As of 01/31/23, Officer Birmingham is in his fourth (4th) week of academy training with no reported issues.
- On 01/09/23, Officer Katelyn Mills, Officer Rachel Hill, and Officer Michael McQuade started their first day at the Rochester Police Department. Due to military obligations, Officer Jack Settele would not be able start with the police department until 01/11/23. All officers are currently in their in-service training phase.
- From 01/09/23 to 01/10/23, Officer Khristine Bibeau and Officer Douglas Crawford attended and completed the Advanced Roadside Impaired Driving Enforcement (ARIDE) training course at PSTC.
- Lt. Jeremy Aucoin attended "Leading with Compassion: Navigating Public Safety Mental Health and Wellness" on 01/09/23 at the New Hampshire Fire Academy in Concord. Keynote presenter was Dr. Nicole Sawyer.

- On 01/13/23, Officer Manolin Terrero went before his final training board after completing an extended observation period with Field Training Officer John Gantert. At the conclusion of his final training board, the sitting panel recommended Officer Terrero be released from field training and into solo patrol.
- Animal Control Officer (ACO) Sue Paradis attended the training course titled, “Rabies Education” held at the Center for Wildlife in Cape Neddick, Maine.
- On 01/16/23, thirteen (13) officers attended and participated in the forty (40) hour Crisis Intervention Team (CIT) Certification at the Rochester Police Department. The training was coordinated through Lt. Elizabeth Turner in conjunction with the New Hampshire Chapter of the National Alliance on Mental Illness (NAMI).
- From 01/26/23 to 01/27/23, Officer Nicholas Alexander, Brendan Colson, Officer Zachary Masse, and Detective Nicole Knox attended the training course titled “Interview and Interrogations” at PSTC facility in Concord.

Respectfully Submitted,

Jason Thomas
Deputy Chief of Police

**Patrol Division
Monthly Report
January 2023**

Honor Guard: The uniform sample that was previously brought to the vendor was color-matched so that we can order uniforms for new members that will be added to the unit. Preparations are being made to provide a flag detail at the CHaD Battle of the Badges hockey game in March.

RPOA: Lt. Bossi and Sgt. Benjamin attended the January meeting where Sgt. Benjamin spoke about home equity loan fraud. He answered questions relative to what he presented and offered tips.

K-9: K-9 Ripley and Ofc. Hatch responded to 2 callouts this past month for tracks. One was for a runaway juvenile that had been missing for months. That track was not successful. The other track was for an elderly dementia patient who had walked away from their home. Shortly after initiating the track, we learned that the subject had been picked up by a vehicle and returned to safety.

Respectfully Submitted,

Captain Andrew Swanberry

**SUPPORT SERVICES DIVISION
MONTHLY REPORT
JANUARY 2023**

INVESTIGATIVE SERVICES BUREAU (ISB):

- 34 TOTAL CASES SENT TO ISB FROM PATROL OR DETECTIVE GENERATED
- 73 TOTAL CASES BEING INVESTIGATED CURRENTLY
- 7 Cases presented at Grand Jury
- There were two ISB callouts during this reporting period
- 0 Evidence callouts
- 1 Background investigations
- 9 compliance checks
- 22 phones analyzed with Cellebrite

Misc:

Rochester Police Cadets Post Meeting, two SWAT training during the month, Processed Evidence, Several CAC Interviews completed on various cases, Setting up R.A.D. Self Defense Course, FTO new Detective Knox

EVIDENCE:

- Number of pieces taken in: 327
- Number of pieces returned: 49
- Number of pieces destroyed: 59

COMMUNITY ENGAGEMENT OFFICER (CEO) and POP UNIT:

- The POP Unit was re-established with Officers Brendan Colson and Nick Alexander. They concluded their Patrol investigations and started becoming acclimated to their new role.
- Officer Kimbrough's activity included:
- Officer Kimbrough gave students on Christmas Vacation a tour of the PD.
- Officer Kimbrough worked with Gina Golden-Silvestro from Rochester GIS on a map of the city for a project he was working on regarding locations of homeless sites. As a result, Officer Kimbrough created a map allowing patrol to visually see where the homeless camps are and who is currently staying at those camps. GIS will soon be able to computerize this info for officers to receive out in their patrol cars well.
- Officer Kimbrough worked with the Community Outreach Coordinator, Erin Nasino, on multiple occasions completing a variety of follow-ups
- Officer Kimbrough attended Teen night and Police Explorers meetings
- Officer Kimbrough attended the monthly Crimeline meeting advising them of the recent tips provided as well as showing Crimeline the departments new business cards where their information is on the backs of every officer's card. Officer Kimbrough was able to get the Crimeline to partner with the PD to pay for half the departments business cards by allowing Crimeline's information to be on the back. This partnership saved the department 50% on the cost of the cards.
- Officer Kimbrough assisted the two new POP Officers in getting acclimated
- Officer Kimbrough attended an Outreach Meeting @ RPD meeting with Dover PD community

engagement officers and case workers to see what they are doing in their town that may be useful in his role.

- Officer Kimbrough worked with a representative from the Make-A-Wish foundation regarding a Rochester resident whose 4-year old daughter has cancer. The representative was requesting Officer Kimbrough meet the mother and child and then facilitate a referral to the “Cops For Kids With Cancer Foundation” to see if they would consider assisting this family in any way.
- Officer Kimbrough taught Motor Vehicle laws to this month’s Driver’s Ed class
- Officer Kimbrough met with employees of the Monarch School regarding “continuing their work program with the PD”
- Officer Kimbrough attended the City’s Winterfest and brought a police cruiser for “Touch-A-Truck”

COMMUNICATION CENTER - DISPATCH:

- Staffing continues to be at a critical shortage. We are currently training our newest hire, who is in her first week of training, leaving us shorthanded by 5 dispatchers after she completes her training.
- We have started the process of discussing the construction of the third floor and what the timeline looks like and have followed up with updating our quotes from vendors.
- Dispatch Supervisor recently attended a training for Mental Health in Leadership.
- All dispatchers will be attending Mental Health First Aid Training for CIT through the Police Department in March.

JUVENILE PROSECUTION/ SCHOOL RESOURCE OFFICERS/ EXPLORERS

Juvenile Prosecution:

New cases:

PETITIONS TO COURT: 25

PETITIONS TO DHHS: 11

CHINS: 0

CASES TO DIVERSION: 0

In addition to the normal case load work/review, preparation and court etc...

- 24 hours doing District Court/Prosecution work typically done by an Administrative Assistant

SRO highlights:

Elementary Schools:

- We do not have an SRO currently assigned, however we do have an “adopt a school” type program that is in the beginning stages where one Officer is assigned to each school as the point of contact and to attend event, conduct patrols and check in etc...

Middle School: Sgt. Deluca

- Has been assisting the school with many investigations
- Has completed several investigations regarding various issues
- Assisted Patrol and Detectives with various cases they are working
- Completed required annual department training
- Completed another group of LEAD classes (50 students)
- Completed regular safety checks

High School: Officer Jackson

- Assisted Portsmouth Police with a case
- Assisted school admin with different issues
- Completed a LEAD class for 20 students
- Performed one medical assist
- Handled an incident with 2 juvenile intruders into the school
- Acted as a Judge for Entrepreneurship project
- Completed typical monthly/weekly duties of monitoring students, checking building for safety issues, lunch duty, Hanson Pines

Explorer Post: Detective Danie and Officer Kimbrough

- Held two meetings this month with post enrollment being 15 cadets.

DIVERSION PROGRAM/TEEN DRUG COURT

- Staff continues to actively sit on the Governor's Commission for Juvenile Justice Reform and the JJ Reform Commission's subcommittee for Racial, Ethnicity and Diversity and is working on a state-wide summit February 9th, to pull together those involved to share resources.
- Staff continues to meet with the Rochester Mental Health Alliance and the Opiate Abatement Committee. Staff participated in a podcast regarding what the Committee is doing and the funds.
- Staff coordinated with the Rec Dept, to host Winterfest, held Saturday, January 21st with approximately 300 attendees. The event offered touch-a-truck, skating, a movie and firepits
- Staff is working with Waypoint to coordinate the March Sleep Out and coordinating the City team.
- Staff continues to work with Waypoint, the CEO and City Outreach Coordinator on homeless resources and ideas for outreach and met with Fire and City DPW to map out the homeless encampments. January 25th Staff assisted with the Point in Time homeless count to find all our community's homeless or couch surfing youth and young adults.
- Staff continues to teach LEADs- we are scheduled for another semester of classes.

HOUSING:

- There were 30 Police calls for service and 25/Fire/EMS calls for service over the past month with no major issues or trends.
- Over this reporting period, Officer Babine has experienced more calls that have come in directly to him by residents or through the managers. This is a reflection of relationship building between the residents and Officer Babine. Many of these calls do not make the police log and are handled directly by Officer Babine during his normal duties.
- Officer Babine is having many more contacts with residents for service related issues. As a result, he has been working with case workers at Adult Services to help get resident's assistance.
- Officer Babine completed 13 background checks this reporting period.

Respectfully Submitted,

Captain Todd Pinkham
Support Services Division

ADMINISTRATIVE MONTHLY REPORT

January 2023

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Respectfully Submitted,

Jason Thomas
Deputy Chief of Police

January 2023
Expense & Revenue Reports

CITY OF ROCHESTER

JANUARY FINANCIALS

FOR 2023 07

ACCOUNTS FOR: 1000 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
12010053 PD ADMINISTRATIVE SERVICES							
12010053 511001 SALARIES - FULL	818,358	0	818,358	454,383.68	.00	363,974.32	55.5%
12010053 511002 SALARIES - PART	116,019	0	116,019	68,033.32	.00	47,985.68	58.6%
12010053 511003 SALARIES - EARL	0	0	0	.00	.00	.00	.0%
12010053 511004 SALARIES - HOLI	0	0	0	.00	.00	.00	.0%
12010053 511005 SALARIES - OUTS	210,000	0	210,000	69,242.67	.00	140,757.33	33.0%
12010053 511099 SALARIES - ADJU	0	0	0	.00	.00	.00	.0%
12010053 513001 OVERTIME - REGU	0	0	0	.00	.00	.00	.0%
12010053 513002 OVERTIME - TRAI	0	0	0	.00	.00	.00	.0%
12010053 513004 OVERTIME GRANT	0	0	0	.00	.00	.00	.0%
12010053 514000 EDUCATION INCEN	7,500	0	7,500	4,865.19	.00	2,634.81	64.9%
12010053 516000 LONGEVITY	3,475	0	3,475	3,850.00	.00	-375.00	110.8%
12010053 521100 HEALTH INSURANC	76,811	0	76,811	43,845.13	.00	32,965.87	57.1%
12010053 521200 DENTAL INSURANCE	1,808	0	1,808	991.05	.00	816.95	54.8%
12010053 521300 LIFE INSURANCE	1,841	0	1,841	1,048.36	.00	792.64	56.9%
12010053 522000 SOCIAL SECURITY	16,588	0	16,588	8,675.99	.00	7,912.01	52.3%
12010053 523000 RETIREMENT CONT	350,298	0	350,298	159,851.65	.00	190,446.35	45.6%
12010053 523300 RETIREMENT STAT	0	0	0	.00	.00	.00	.0%
12010053 525000 UNEMPLOYMENT CO	0	0	0	.00	.00	.00	.0%
12010053 526000 WORKERS' COMPEN	87,227	0	87,227	89,599.47	.00	-2,372.47	102.7%
12010053 528001 DISABILITY INSU	5,976	0	5,976	2,863.97	.00	3,112.03	47.9%
12010053 531002 STIPEND	0	0	0	.00	.00	.00	.0%
12010053 532001 STAFF DEVELOPME	23,101	0	23,101	9,323.00	3,642.00	10,136.00	56.1%
12010053 532200 CONTRACTED SERV	77,665	0	77,665	77,429.58	216.60	18.82	100.0%
12010053 533003 PHOTO DEVELOPME	300	0	300	.00	.00	300.00	.0%
12010053 533004 MEDICAL SERVICE	12,131	0	12,131	9,110.00	2,705.00	316.00	97.4%
12010053 533005 ANIMAL DISPOSAL	1,000	0	1,000	350.00	150.00	500.00	50.0%
12010053 533009 LEGAL	0	0	0	.00	.00	.00	.0%
12010053 533010 LABOR NEGOTIATI	0	0	0	.00	.00	.00	.0%
12010053 533011 ANIMAL BOARDING	4,000	0	4,000	150.00	1,100.00	2,750.00	31.3%
12010053 534001 STATE FEE COMPU	0	0	0	.00	.00	.00	.0%
12010053 541100 WATER/SEWAGE	3,782	0	3,782	1,303.02	1,696.98	782.00	79.3%
12010053 543001 VEHICLES MAINT	35,000	0	35,000	11,202.31	4,526.70	19,270.99	44.9%
12010053 543002 EQUIPMENT MAINT	72,686	0	72,686	48,259.05	6,292.50	18,134.45	75.1%
12010053 543500 INSURANCE CLAIM	5,000	0	5,000	4,000.00	.00	1,000.00	80.0%
12010053 544200 RENTAL OF EQUIP	400	0	400	.00	400.00	.00	100.0%
12010053 544500 LEASE COPIER/PR	12,468	0	12,468	.00	10,715.16	1,752.84	85.9%
12010053 544900 RENTAL OF OTHER	0	0	0	.00	.00	.00	.0%
12010053 552001 FLEET INSURANCE	11,413	0	11,413	11,170.78	.00	242.22	97.9%
12010053 552002 PROPERTY INSURA	4,953	0	4,953	4,847.88	.00	105.12	97.9%
12010053 552003 GENERAL LIABILI	31,152	0	31,152	30,490.86	.00	661.14	97.9%

CITY OF ROCHESTER

JANUARY FINANCIALS

FOR 2023 07									
ACCOUNTS 1000	FOR: GENERAL	FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
12010053	552004	OFFICERS LIABIL	48,890	0	48,890	47,852.40	.00	1,037.60	97.9%
12010053	553000	COMMUNICATIONS	41,443	0	41,443	19,611.92	3,714.89	18,116.19	56.3%
12010053	553400	POSTAGE FEES	8,050	0	8,050	3,722.38	.00	4,327.62	46.2%
12010053	554000	ADVERTISING	1,500	10,000	11,500	3,458.01	3,041.99	5,000.00	56.5%
12010053	555000	PRINTING AND BI	4,000	0	4,000	3,035.39	648.61	316.00	92.1%
12010053	556000	TUITION	0	0	0	.00	.00	.00	.0%
12010053	558000	TRAVEL	6,100	0	6,100	410.65	.00	5,689.35	6.7%
12010053	561003	OFFICE SUPPLIES	5,473	0	5,473	701.35	597.57	4,174.08	23.7%
12010053	561005	PUBLICATIONS	2,250	0	2,250	986.53	475.00	788.47	65.0%
12010053	561006	AMMUNITION	25,974	0	25,974	13,433.07	12,472.10	68.83	99.7%
12010053	561008	VEHICLE SUPPLIE	11,030	0	11,030	5,418.96	350.76	5,260.28	52.3%
12010053	561009	TRAINING MATERI	350	0	350	70.01	.00	279.99	20.0%
12010053	561010	CLOTHING	80,500	0	80,500	26,052.06	31,261.71	23,186.23	71.2%
12010053	561032	OTHER OPERATION	16,885	0	16,885	4,854.00	5,879.79	6,151.21	63.6%
12010053	562200	ELECTRICITY	59,000	0	59,000	24,458.18	26,041.78	8,500.04	85.6%
12010053	562400	HEATING FUEL	9,500	0	9,500	2,430.20	6,869.80	200.00	97.9%
12010053	562600	VEHICLE FUEL	77,549	0	77,549	34,613.43	.00	42,935.57	44.6%
12010053	573200	NEW VEHICLES	0	0	0	.00	.00	.00	.0%
12010053	573401	ADMIN EQUIPMENT	1,500	0	1,500	709.43	82.14	708.43	52.8%
12010053	573900	OTHER EQUIPMENT	16,354	0	16,354	11,013.61	.00	5,340.39	67.3%
12010053	581000	DUES AND FEES	3,485	0	3,485	1,590.00	720.00	1,175.00	66.3%
12010053	581100	DONATION EXPEND	0	0	0	.00	.00	.00	.0%
12010053	589003	SEIZED PROPERTY	0	0	0	.00	.00	.00	.0%
12010053	589004	SEIZED PROPERTY	0	0	0	.00	.00	.00	.0%
12010053	589005	DARE CONTRIBUTI	0	0	0	.00	.00	.00	.0%
12010053	589006	DARE CONTRIBUTI	0	0	0	.00	.00	.00	.0%
12010053	589007	CITY WIDE PROGR	15,750	0	15,750	5,560.27	6,528.43	3,661.30	76.8%
12010053	589100	LLEBG 102 RECEI	0	0	0	.00	.00	.00	.0%
12010053	589101	LLEBG 102 FEDER	0	0	0	.00	.00	.00	.0%
12010053	589102	LLEBG 102 CITY	0	0	0	.00	.00	.00	.0%
12010053	589113	LLEBG 115 RECEI	0	0	0	.00	.00	.00	.0%
12010053	589114	LLEBG 115 FEDER	0	0	0	.00	.00	.00	.0%
12010053	589115	LLEBG 115 CITY	0	0	0	.00	.00	.00	.0%
12010053	589130	COPSMORE 032 RE	0	0	0	.00	.00	.00	.0%
12010053	589131	COPSMORE 032 FE	0	0	0	.00	.00	.00	.0%
12010053	589132	COPSMORE 032 CI	0	0	0	.00	.00	.00	.0%
TOTAL PD ADMINISTRATIVE SERVICES			2,426,535	10,000	2,436,535	1,324,868.81	130,129.51	981,536.68	59.7%
12012453 PD PATROL SERVICES									
12012453	511001	SALARIES - FULL	3,547,780	-10,000	3,537,780	1,786,701.10	.00	1,751,078.90	50.5%

JANUARY FINANCIALS

FOR 2023 07

ACCOUNTS 1000	FOR: GENERAL	FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
12012453	511002	SALARIES - PART	135,916	0	135,916	58,181.17	.00	77,734.83	42.8%
12012453	511003	SALARIES - EARL	109,984	0	109,984	35,238.93	.00	74,745.07	32.0%
12012453	511004	SALARIES - HOLI	159,032	0	159,032	94,947.61	.00	64,084.39	59.7%
12012453	511099	SALARIES - ADJU	0	0	0	.00	.00	.00	.0%
12012453	513001	OVERTIME - REGU	108,546	0	108,546	127,326.74	.00	-18,780.74	117.3%
12012453	513002	OVERTIME - TRAI	28,940	0	28,940	51,825.60	.00	-22,885.60	179.1%
12012453	513004	OVERTIME GRANT	0	0	0	.00	.00	.00	.0%
12012453	514000	EDUCATION INCEN	14,000	0	14,000	5,634.39	.00	8,365.61	40.2%
12012453	515001	ON CALL	7,800	0	7,800	3,400.00	.00	4,400.00	43.6%
12012453	516000	LONGEVITY	10,500	0	10,500	2,000.00	.00	8,500.00	19.0%
12012453	521100	HEALTH INSURANC	506,692	0	506,692	214,226.05	.00	292,465.95	42.3%
12012453	521200	DENTAL INSURANC	12,362	0	12,362	5,332.78	.00	7,029.22	43.1%
12012453	521300	LIFE INSURANCE	3,154	0	3,154	1,481.51	.00	1,672.49	47.0%
12012453	522000	SOCIAL SECURITY	58,043	0	58,043	30,536.85	.00	27,506.15	52.6%
12012453	523000	RETIREMENT CONT	1,297,350	0	1,297,350	689,151.42	.00	608,198.58	53.1%
12012453	523300	11539 RETIREMENT	0	0	0	.00	.00	.00	.0%
12012453	525000	UNEMPLOYMENT CO	0	0	0	.00	.00	.00	.0%
12012453	526000	WORKERS' COMPEN	0	0	0	.00	.00	.00	.0%
12012453	528001	DISABILITY INSU	18	0	18	.00	.00	18.00	.0%
12012453	532001	STAFF DEVELOPME	0	0	0	.00	.00	.00	.0%
12012453	533003	PHOTO DEVELOPME	0	0	0	.00	.00	.00	.0%
12012453	533004	MEDICAL SERVICE	0	0	0	.00	.00	.00	.0%
12012453	533005	ANIMAL DISPOSAL	0	0	0	.00	.00	.00	.0%
12012453	533011	ANIMAL BOARDING	0	0	0	.00	.00	.00	.0%
12012453	543001	VEHICLES MAINT	0	0	0	.00	.00	.00	.0%
12012453	543002	EQUIPMENT MAINT	0	0	0	.00	.00	.00	.0%
12012453	544200	RENTAL OF EQUIP	0	0	0	.00	.00	.00	.0%
12012453	544900	RENTAL OF OTHER	0	0	0	.00	.00	.00	.0%
12012453	553000	COMMUNICATIONS	0	0	0	.00	.00	.00	.0%
12012453	553400	POSTAGE FEES	0	0	0	.00	.00	.00	.0%
12012453	554000	ADVERTISING	0	0	0	.00	.00	.00	.0%
12012453	555000	PRINTING AND BI	0	0	0	.00	.00	.00	.0%
12012453	556000	TUITION	0	0	0	.00	.00	.00	.0%
12012453	558000	TRAVEL	0	0	0	.00	.00	.00	.0%
12012453	561003	OFFICE SUPPLIES	0	0	0	.00	.00	.00	.0%
12012453	561005	PUBLICATIONS	0	0	0	.00	.00	.00	.0%
12012453	561010	CLOTHING	0	0	0	.00	.00	.00	.0%
12012453	561032	OTHER OPERATION	0	0	0	.00	.00	.00	.0%
12012453	562600	09529 VEHICLE FU	0	0	0	.00	.00	.00	.0%
12012453	573200	NEW VEHICLES	0	0	0	.00	.00	.00	.0%
12012453	573401	ADMIN EQUIPMENT	0	0	0	.00	.00	.00	.0%
12012453	573900	OTHER EQUIPMENT	0	0	0	.00	.00	.00	.0%
12012453	581000	DUES AND FEES	0	0	0	.00	.00	.00	.0%
TOTAL PD PATROL SERVICES			6,000,117	-10,000	5,990,117	3,105,984.15	.00	2,884,132.85	51.9%

JANUARY FINANCIALS

FOR 2023 07

ACCOUNTS FOR: 1000 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
12012553 PD SUPPORT SERVICES							
12012553 511001 SALARIES - FULL	233,577	0	233,577	134,933.70	.00	98,643.30	57.8%
12012553 511002 SALARIES - PART	181,264	0	181,264	97,176.80	.00	84,087.20	53.6%
12012553 511003 SALARIES - EARL	0	0	0	.00	.00	.00	.0%
12012553 511004 SALARIES - HOLI	0	0	0	.00	.00	.00	.0%
12012553 511099 SALARIES - ADJU	0	0	0	.00	.00	.00	.0%
12012553 513001 OVERTIME - REGU	3,000	0	3,000	3,690.75	.00	-690.75	123.0%
12012553 513002 OVERTIME - TRAI	0	0	0	.00	.00	.00	.0%
12012553 513004 OVERTIME GRANT	0	0	0	.00	.00	.00	.0%
12012553 514000 EDUCATION INCEN	0	0	0	.00	.00	.00	.0%
12012553 516000 LONGEVITY	2,475	0	2,475	1,600.00	.00	875.00	64.6%
12012553 521100 HEALTH INSURANC	48,095	0	48,095	27,915.18	.00	20,179.82	58.0%
12012553 521200 DENTAL INSURANC	1,200	0	1,200	698.10	.00	501.90	58.2%
12012553 521300 LIFE INSURANCE	456	0	456	291.32	.00	164.68	63.9%
12012553 522000 SOCIAL SECURITY	32,268	0	32,268	17,819.24	.00	14,448.76	55.2%
12012553 523000 RETIREMENT CONT	38,305	0	38,305	19,463.42	.00	18,841.58	50.8%
12012553 523300 11539 RETIREMENT	0	0	0	.00	.00	.00	.0%
12012553 525000 UNEMPLOYMENT CO	0	0	0	.00	.00	.00	.0%
12012553 526000 WORKERS' COMPEN	0	0	0	.00	.00	.00	.0%
12012553 528001 DISABILITY INSU	2,141	0	2,141	1,568.81	.00	572.19	73.3%
12012553 532001 STAFF DEVELOPME	0	0	0	.00	.00	.00	.0%
12012553 533003 PHOTO DEVELOPME	0	0	0	.00	.00	.00	.0%
12012553 533004 MEDICAL SERVICE	0	0	0	.00	.00	.00	.0%
12012553 543001 VEHICLES MAINT	0	0	0	.00	.00	.00	.0%
12012553 543002 EQUIPMENT MAINT	0	0	0	.00	.00	.00	.0%
12012553 544200 RENTAL OF EQUIP	0	0	0	.00	.00	.00	.0%
12012553 544900 RENTAL OF OTHER	0	0	0	.00	.00	.00	.0%
12012553 553000 COMMUNICATIONS	0	0	0	.00	.00	.00	.0%
12012553 553400 POSTAGE FEES	0	0	0	.00	.00	.00	.0%
12012553 554000 ADVERTISING	0	0	0	.00	.00	.00	.0%
12012553 555000 PRINTING AND BI	0	0	0	.00	.00	.00	.0%
12012553 556000 TUITION	0	0	0	.00	.00	.00	.0%
12012553 558000 TRAVEL	0	0	0	.00	.00	.00	.0%
12012553 561003 OFFICE SUPPLIES	0	0	0	.00	.00	.00	.0%
12012553 561005 PUBLICATIONS	0	0	0	.00	.00	.00	.0%
12012553 561009 TRAINING MATERI	0	0	0	.00	.00	.00	.0%
12012553 561010 CLOTHING	0	0	0	.00	.00	.00	.0%
12012553 561032 OTHER OPERATION	0	0	0	.00	.00	.00	.0%
12012553 562600 09529 VEHICLE FU	0	0	0	.00	.00	.00	.0%
12012553 573200 NEW VEHICLES	0	0	0	.00	.00	.00	.0%
12012553 573401 ADMIN EQUIPMENT	0	0	0	.00	.00	.00	.0%

CITY OF ROCHESTER

JANUARY FINANCIALS

FOR 2023 07									
ACCOUNTS FOR: 1000	GENERAL	FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
12012553	573900	OTHER EQUIPMENT	0	0	0	.00	.00	.00	.0%
12012553	581000	DUES AND FEES	0	0	0	.00	.00	.00	.0%
12012553	589007	CITY WIDE PROGR	0	0	0	.00	.00	.00	.0%
TOTAL PD SUPPORT SERVICES			542,781	0	542,781	305,157.32	.00	237,623.68	56.2%
TOTAL GENERAL FUND			8,969,433	0	8,969,433	4,736,010.28	130,129.51	4,103,293.21	54.3%
TOTAL EXPENSES			8,969,433	0	8,969,433	4,736,010.28	130,129.51	4,103,293.21	

JANUARY FINANCIALS

FOR 2023 07

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	8,969,433	0	8,969,433	4,736,010.28	130,129.51	4,103,293.21	54.3%

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

CITY OF ROCHESTER

JANUARY DISPATCH FINANCIALS

FOR 2023 07									
ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED	
12030153 DISPATCH CENTER									
12030153 511001	SALARIES - FULL	573,464	0	573,464	223,109.40	.00	350,354.60	38.9%	
12030153 511002	SALARIES - PART	2,000	0	2,000	33,679.83	.00	-31,679.83	1684.0%	
12030153 511004	SALARIES - HOLI	21,727	0	21,727	9,768.56	.00	11,958.44	45.0%	
12030153 511012	SHIFT DIFFERENT	12,410	0	12,410	5,289.58	.00	7,120.42	42.6%	
12030153 511099	SALARIES - ADJU	0	0	0	.00	.00	.00	.0%	
12030153 513001	OVERTIME - REGU	34,000	0	34,000	119,984.77	.00	-85,984.77	352.9%	
12030153 513002	OVERTIME-TRAINI	10,000	0	10,000	2,887.55	.00	7,112.45	28.9%	
12030153 516000	LONGEVITY	2,100	0	2,100	1,393.75	.00	706.25	66.4%	
12030153 521100	HEALTH INSURANC	130,123	0	130,123	43,857.35	.00	86,265.65	33.7%	
12030153 521200	DENTAL INSURANC	3,170	0	3,170	1,073.84	.00	2,096.16	33.9%	
12030153 521300	LIFE INSURANCE	1,246	0	1,246	487.30	.00	758.70	39.1%	
12030153 522000	SOCIAL SECURITY	46,031	0	46,031	25,056.66	.00	20,974.34	54.4%	
12030153 523000	RETIREMENT CONT	89,924	0	89,924	62,609.27	.00	27,314.73	69.6%	
12030153 525000	UNEMPLOYMENT	0	0	0	.00	.00	.00	.0%	
12030153 526000	WORKERS' COMPEN	927	0	927	952.21	.00	-25.21	102.7%	
12030153 528001	DISABILITY INSU	6,218	0	6,218	2,197.34	.00	4,020.66	35.3%	
12030153 532001	STAFF DEVELOPME	3,300	0	3,300	125.00	.00	3,175.00	3.8%	
12030153 532200	CONTRACTED SERV	0	0	0	.00	.00	.00	.0%	
12030153 533004	MEDICAL SERVICE	0	0	0	.00	.00	.00	.0%	
12030153 533010	LABOR NEGOTIATI	0	0	0	.00	.00	.00	.0%	
12030153 534001	STATE FEE COMPU	4,500	0	4,500	396.00	.00	4,104.00	8.8%	
12030153 534003	SOFTWARE MAINT/	0	0	0	.00	.00	.00	.0%	
12030153 543002	EQUIPMENT MAINT	22,330	0	22,330	11,195.34	1,840.00	9,294.66	58.4%	
12030153 544500	LEASE COPIER/PR	0	0	0	.00	.00	.00	.0%	
12030153 552003	GENERAL LIABILI	3,380	0	3,380	3,308.27	.00	71.73	97.9%	
12030153 553000	COMMUNICATIONS	500	0	500	487.06	.00	12.94	97.4%	
12030153 554000	ADVERTISING	68	0	68	.00	.00	68.00	.0%	
12030153 556000	TUITION	0	0	0	.00	.00	.00	.0%	
12030153 558000	TRAVEL	2,000	0	2,000	184.27	.00	1,815.73	9.2%	
12030153 561003	OFFICE SUPPLIES	1,750	0	1,750	219.10	.00	1,530.90	12.5%	
12030153 561010	CLOTHING	3,000	0	3,000	606.25	.00	2,393.75	20.2%	
12030153 561032	OTHER OPERATION	2,500	0	2,500	611.62	17.29	1,871.09	25.2%	
12030153 573401	ADMIN EQUIPMENT	14,150	0	14,150	.00	.00	14,150.00	.0%	
12030153 573900	OTHER EQUIPMENT	0	0	0	.00	.00	.00	.0%	
12030153 581000	DUES AND FEES	550	0	550	361.00	.00	189.00	65.6%	
TOTAL DISPATCH CENTER		991,368	0	991,368	549,841.32	1,857.29	439,669.39	55.7%	
TOTAL GENERAL FUND		991,368	0	991,368	549,841.32	1,857.29	439,669.39	55.7%	
TOTAL EXPENSES		991,368	0	991,368	549,841.32	1,857.29	439,669.39		

JANUARY DISPATCH FINANCIALS

FOR 2023 07

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	991,368	0	991,368	549,841.32	1,857.29	439,669.39	55.7%

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

CITY OF ROCHESTER

JANUARY DISPATCH FINANCIALS

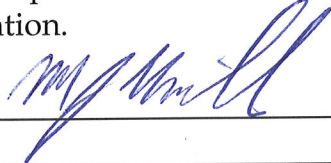
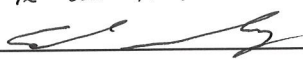
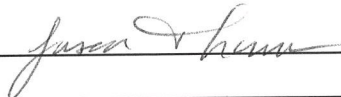


FOR 2023 07							
ACCOUNTS FOR:	ORIGINAL	ESTIM REV	REVISED	ACTUAL YTD	REMAINING	PCT	
1000 GENERAL FUND	ESTIM REV	ADJSTMTS	EST REV	REVENUE	REVENUE	COLL	
12011 POLICE CITY REVENUE							
12011 400403 AMUSEMENT PERMITS	0	0	0	.00	.00	.0%	
12011 400407 PISTOL PERMITS	-1,850	0	-1,850	-370.00	-1,480.00	20.0%	
12011 402110 INCOME FROM COPY M	-8,700	0	-8,700	-2,857.13	-5,842.87	32.8%	
12011 402111 OUTSIDE SECURITY S	-262,500	0	-262,500	-96,441.52	-166,058.48	36.7%	
12011 402112 OUTSIDE DUTY ADMIN	0	0	0	.00	.00	.0%	
12011 402115 ALARM FEES	-5,200	0	-5,200	-451.00	-4,749.00	8.7%	
12011 402120 WRECKER SERVICE IN	-1,650	0	-1,650	-1,150.00	-500.00	69.7%	
12011 402121 DOG SHELTER & TRAN	-2,500	0	-2,500	-50.00	-2,450.00	2.0%	
12011 402122 DOG FINES	-13,500	0	-13,500	-6,535.00	-6,965.00	48.4%	
12011 405201 COURT FINES	-7,500	0	-7,500	-1,723.45	-5,776.55	23.0%	
12011 405202 PARKING TICKETS	-4,300	0	-4,300	-2,450.00	-1,850.00	57.0%	
12011 405203 EXCESS ALARM PENAL	-3,600	0	-3,600	-200.00	-3,400.00	5.6%	
12011 406201 MISCELLANEOUS REVE	-7,500	0	-7,500	-1,933.50	-5,566.50	25.8%	
12011 406209 POLICE RESTITUTION	-300	0	-300	-496.00	196.00	165.3%	
12011 406210 WITNESS FEES	-3,700	0	-3,700	.00	-3,700.00	.0%	
12011 406216 HOST TRAINING FEES	-6,000	0	-6,000	.00	-6,000.00	.0%	
12011 406299 INSURANCE CLAIM RE	-10,000	0	-10,000	-2,000.00	-8,000.00	20.0%	
TOTAL POLICE CITY REVENUE	-338,800	0	-338,800	-116,657.60	-222,142.40	34.4%	
12012 POLICE STATE REVENUE							
12012 402116 DRUG GRANT NEW HAM	0	0	0	.00	.00	.0%	
12012 402117 HIGHWAY SAFETY GRA	0	0	0	.00	.00	.0%	
12012 402118 PEDESTRIAN GRANT	0	0	0	.00	.00	.0%	
12012 402119 DWI GRANT	0	0	0	.00	.00	.0%	
TOTAL POLICE STATE REVENUE	0	0	0	.00	.00	.0%	
12013 POLICE FEDERAL REVENUE							
12013 402113 LLEBG GRANT	0	0	0	.00	.00	.0%	
12013 402114 JUSTICE DEPARTMENT	0	0	0	.00	.00	.0%	
TOTAL POLICE FEDERAL REVENUE	0	0	0	.00	.00	.0%	
TOTAL GENERAL FUND	-338,800	0	-338,800	-116,657.60	-222,142.40	34.4%	
TOTAL REVENUES	-338,800	0	-338,800	-116,657.60	-222,142.40		

JANUARY DISPATCH FINANCIALS

FOR 2023 07

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
GRAND TOTAL	-338,800	0	-338,800	-116,657.60	-222,142.40	34.4%

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

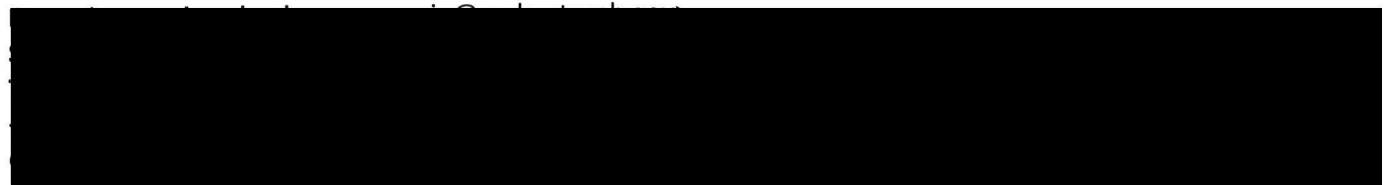
RECORD #	ROCHESTER POLICE DEPARTMENT	PERSONNEL RECORDS ENTRY FORM
1. <u>EMPLOYEE NAME:</u> Benjamin Gleason		DATE: 12/19/2022 TIME: 2240
2. <u>TYPE OF ENTRY</u> <input checked="" type="checkbox"/> RECOMMENDATION <input type="checkbox"/> COUNSELING <input type="checkbox"/> TRAINING INTERVIEW <input type="checkbox"/> DISCIPLINARY <input type="checkbox"/> EVALUATION/FOLLOW UP <input type="checkbox"/> OTHER		
3. <u>NARRATIVE:</u> Officer Benjamin Gleason was dispatched to investigate a report of criminal mischief involving the cutting of a set of Christmas Lights and damage to an inflatable snowman. Although the investigation did not yield a suspect the resident was grateful for Officer Gleason's efforts and his professional approach to his duties. The resident emailed to thank the agency for training it's officers to investigate all incidents in a conscientious manner.		
4. <u>ACTION TAKEN BY SUPERVISOR:</u> Submitted for entry to personnel record. Officer Gleason's performance is to be commended as it is in keeping with our Core Value of Dedication. SIGNATURE:  DATE: 12/19/22		
5. <u>COMMENTS/RECOMMENDATIONS OF PATROL COMMANDER:</u> Great Job! Thank you for your service to the community Recommend placement in eval file. SIGNATURE:  DATE: 12.23.2022		
6. <u>COMMENTS OF DEPUTY CHIEF OF POLICE:</u> Benjamin: Thank you for your professionalism!! SIGNATURE:  DATE: 12/23/22		
7. <u>COMMENTS OF CHIEF OF POLICE:</u> Great job! Thank you for presenting a positive image of yourself and agency SIGNATURE:  DATE: 12/27/22		
8. <u>ACKNOWLEDGMENT OF EMPLOYEE:</u> I have, this date, been made aware of the information contained on this record and afforded an opportunity to review the associated documentation. EMPLOYEE SIGNATURE:  DATE: 1/8/23		

Michael Miehle

From: Spencer Aube
Sent: Sunday, December 18, 2022 8:46 PM
To: Jeremy Aucoin; Carl Root; Michael Miehle
Cc: Andrew Swanberry
Subject: Re: Officer Gleason

I brought this up in briefing today and discussed it with Gleason and his peers noting his good customer service on this call.

Aube



Subject: Fwd: Officer Gleason

FYI reference Officer Gleason.

Jeremy

Get [Outlook for iOS](#)



Subject: Officer Gleason

Caution: External email.

Hi,

Mark and I had your contact information from the days of RUN. If you aren't the right person to send this to, please forward it on.

I just wanted to send a quick note to let you know how much I appreciate officer Gleason and recent interactions with him. Three or so weeks ago, I had a situation where my Christmas lights were cut. I know 100% that the Rochester PD has more important things to do than take reports of cut Christmas lights.

I hesitated about calling for that very reason. Officer Gleason came out in a timely fashion, took the report, asked the necessary questions and was extremely professional. Never once

did he make me feel like I was wasting his time even though in my mind I was. I truly appreciate how he treated me for something so menial compared to situations officers face on a daily basis.

Please know he did amazing throughout the whole process. I'm grateful for this interaction and for the service he provided. We probably will never know who did it or why, but I'm grateful it wasn't a daily occurrence and hopefully there will be no more issues.

Thanks for reading this and for training officers to care about issues - even the ones that are not all that exciting. We truly do appreciate it. Thank you for all the hard work you all do day in and day out.

Tamera & Mark 

Sent from the all new AOL app for iOS

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RECORD #	<u>ROCHESTER POLICE DEPARTMENT</u>	<u>PERSONNEL RECORDS ENTRY FORM</u>
1. <u>EMPLOYEE NAME:</u> Garstin, Jacob		DATE: 12/30/2022 TIME: 1500
2. <u>TYPE OF ENTRY</u> <input type="checkbox"/> RECOMMENDATION <input type="checkbox"/> COUNSELING <input type="checkbox"/> TRAINING INTERVIEW <input type="checkbox"/> DISCIPLINARY <input type="checkbox"/> EVALUATION/FOLLOW UP <input checked="" type="checkbox"/> OTHER		
3. <u>NARRATIVE:</u> Detective Garstin was praised by the daughter of the victim in an elder abuse case for being professional, knowledgeable, and informative. She stated "I cannot express enough how grateful we are to him and what an asset he is not only to your department but the community that he serves."		
4. <u>ACTION TAKEN BY SUPERVISOR:</u> Commendation for Detective Garstin's dedication to providing high quality and professional law enforcement to our community. Thank you for representing our department so well. SIGNATURE: <u><i>Jacob A. Benjamin</i></u> DATE: <u>12/30/2022</u>		
5. <u>COMMENTS/RECOMMENDATIONS OF SUPPORT COMMANDER:</u> Great job Jake! Thank you for being such a great representative for the Dept! Forward to Commission add to eval folder. SIGNATURE: <u><i>Jodell R...</i></u> DATE: <u>12.30.22</u>		
6. <u>COMMENTS OF DEPUTY CHIEF OF POLICE:</u> <i>Nice work Jake! Thank you for your professionalism!!</i> SIGNATURE: <u><i>Juren Thomas</i></u> DATE: <u>1-4-23</u>		
7. <u>COMMENTS OF CHIEF OF POLICE:</u> <i>Awsome work Jake! Thank you for your hard work</i> SIGNATURE: <u><i>CGR</i></u> DATE: <u>1-4-23</u>		
8. <u>ACKNOWLEDGMENT OF EMPLOYEE:</u> I have, this date, been made aware of the information contained on this record and afforded an opportunity to review the associated documentation. EMPLOYEE SIGNATURE: <u><i>[Signature]</i></u> DATE: <u>1-13-23</u>		

Jacob Benjamin

Subject:

Office Jacob Garstin

Caution: External email.

Good morning Lieutenant Aucoin and Sargent Benjamin,

I just wanted to take a moment to write you both to let you know how wonderful it has been to work with Officer Jacob Garstin from your department and what a great job my family and I feel he did on my Mother's case. My Mother, [REDACTED] was involved in an elder abuse case where my brother-in-law had been stealing from her. I had no idea what to originally do when I started to realize that there was a problem, and had contacted the Rochester Police Department. When I originally spoke with him over the phone he was very helpful. During this whole process we had a lot of communication, he was always very professional, knowledgeable, and informative. My Mother has [REDACTED] and he came to our house in [REDACTED] to meet with us. He has always answered any of our questions very timely, and was very patient when explaining the process. The leg work and research that he put into obtaining the proof needed to convict my brother-in-law was truly remarkable. It is because of all of his hard work that my Mother will be able to get her money back and go back into assisted living to live her best life. I cannot express enough how grateful we are to him and what an asset he is to not only your department but the community that he serves. I just thought as his superior's that you would want to know.

Our deepest gratitude to him and everyone else involved in this case.

If you would like to reach out to me at all, [REDACTED]

Sincerely,

Debbie [REDACTED]

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