

**ROCHESTER, NH POLICE COMMISSION**

**AGENDA**

**March 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. Policy 41.3.2.4.1: Body Worn & In-Car Video Cameras Body Worn Cameras. Second Reading and Adoption.
- B. Other Old Business before the Commission

**5. NEW BUSINESS:**

A. Commendations and Awards

- 1. Medal for Bravery: Officer Nicholas Alexander
- 2. Distinguished Unit Action Award: Communications Specialist's Michelle Bowley and Eric Pike

B. Monthly Reports

- 1). Operations
- 2.) Administration

C. Other

**6. CORRESPONDENCE:**

- A. Off. Hatch and Off. Lombardi are thanked for their efforts in locating a missing vulnerable adult.

**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, February 1, 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. Swanberry, Chaplain Cilley, and Secretary Warburton, and invited guests.

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 to be by roll call vote.

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

**3. ACCEPTANCE OF MINUTES:**

A. January 4, 2023.

**Comm. Peters MOVED to accept the minutes of the January 4, 2023 meeting. Comm. Winship 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:** None to come before the Commission.

**5. NEW BUSINESS:**

A. Oaths of Office; New Officers.

Jack Settele is a NH native coming from Dover. He is a Dover High School graduate and a graduate of the UNH in 2019. Since 2014 he has been a member of the Army National Guard. He has been deployed several times. He has attended multiple leadership courses and holds various instructor certifications. He has served as an Honor Guardsman for more than 300 veteran

February 1, 2023 Meeting

memorial services. He was selected as the National Guard soldier of the year in 2017. Jack is heading off to the Basic Police Academy at the end of February.

Rachel Hill is a NH native coming from Northwood. She holds an Associate's Degree from the NH Technical Institute. She has held several customer service oriented positions while pursuing her goal of becoming a Police Officer. Rachel is also headed to the Basic Police Academy at the end of February.

Katelyn Mills is a NH native of the Lakes Region. She is a certified NH Police Officer since 2021 previously serving in Canterbury. Prior to certification she worked in corrections. We have hired several officers over the years with corrections backgrounds. It is a great place to hone skills related to communication and de-escalation.

Michael McQuade Chief Boudreau said this is a bit of a homecoming for Mike. He started his law enforcement career in Rochester in 1993. He is an Air Force veteran serving as an armed services officer. Mike left Rochester in 2002 moving on to the NH State Police. He retired in 2022 at the rank of Lieutenant overseeing the Justice Information Bureau that handles functions such as the gun line and habitual offender notifications. He has a wealth of experience and we are happy to welcome him back into the newly created role of paperwork services officer.

Attorney Andrea Mitrushi administered the oaths of office.

#### B. Annual Awards

1. Civilian Support Person of the Year: Specialist Heather Stevens. The criteria for this award is that the employee maintains good morale, presents him/herself well in public, and gets along with others, employee has the technical knowledge to get the job done, and the drive to produce the best work possible, employee communicates clearly and concisely both orally and in writing, employee demonstrates resourcefulness and enthusiasm in accomplishing the police department's mission of service, employee strives to improve self and others, employee presents a professional image in the public, both on and off duty, employee possesses high personal standards and dedication to duty, employee demonstrates good leadership skills.

Heather was hired in March of 2020. She has quickly established herself as one of the anchors of the dispatch center. It's become a bit of a running joke for most people wondering if Heather has hidden sleeping quarters in the building as she always seems to be working. "When I leave at night she is here and when I come back in the morning she is here." That is one of the reasons she was nominated for this award. In 2022 as the dispatch center has faced dire and critical staffing levels. Heather covered 647.5 overtime hours, which means she was working several double shifts each week to cover open shifts. She is committed to being a team player and she takes initiative in expanding and continuing to improve her knowledge. She is often a mediator trying to find the middle ground and get both sides to come to an agreement. She is a certified communications trainer and trains new dispatchers. She's also favored for her morale building and not only placing but stocking (at her expense) the candy tins outside of the dispatch center for all to enjoy. We are proud to present Heather with this deserving award and this plaque.

2. Police Officer of the Year: Det. Justin Livingstone. Justin is a veteran of the Department; he started with us back in June of 2003. The criteria for the award is that it is given to that officer who maintains good morale, presents him/herself well in public, gets along well

with others, the officer has the technical knowledge to get the job done and the drive to follow it through, the officer communicates clearly and concisely, the officer demonstrates resourcefulness and enthusiasm in accomplishing the department's mission, the officer strives to improve him/herself and others, the officer presents a professional image in the public both on and off duty, the officer has high personal standards and dedication to duty., the officer demonstrates good leadership skills, the officer exemplifies the term "Police Professional."

Justin embodies all of these things. He is a model of consistency. It is not one big fancy thing he has done, it is the consistency day in and out. He is tied for the longest tenured detective. He trains new supervisors and officers assigned to ISB and is a role model to the younger officers, giving pointers and feedback while encouraging the officers to do better. He is willing to help and produces high quality work. He volunteers for various events in the city. Justin is well-liked and respected, and has the distinct honor of currently being patrol hat badge #1. Justin was presented with a plaque recognizing his award.

3. Chief Theodore Blair Jr. Memorial Award Recipient: Det. Nicole Knox. Members of the Blair family were invited to the stage. Det. Nicole Knox was invited to the stage. This award is given to that officer who throughout the year consistently maintains an exceptional level of public service and exemplifies characteristics reminiscent of Chief Blair, including but not necessarily limited to Compassion, enthusiasm for the job, being respectful of others, commitment and dedication, a good disposition, patience, having honesty and integrity, inspiring through mentoring and a good sense of humor.

Nicole started her career in October of 2015 as a Communications Specialist. She quickly became a staple in the center and one of the consistent performers. She had an ultimate goal in mind and in December of 2019 she was hired as a full time police officer. Nicole exemplifies all of the things in the criteria as she worked toward this goal. In her short time thus far as a patrol officer she is well respected by her peers. She is a field training officer thus having an impact on new officers and making connections even with vastly different backgrounds. Nicole does have a sense of humor and looks to put a smile on people's faces. She has a deep compassion for crime victims and works to bring suspects to justice. She's doing this job for all the right reasons. I am sure Chief Blair would be proud to have her as a member of this department. Chief Blair's family presented Nicole with a plaque and a ribbon for her uniform.

A recess was called at 7:23 P.M. The meeting came back into session at 7:34 P.M.

C. Accept Resignation: Sgt. Spencer Aube

**Comm. Peters MOVED to accept the resignation of Sgt. Aube, with regret.  
Comm. Winship SECONDED the motion. The motion PASSED by roll call vote 3-0; Comm. Peter – yes, Comm. Winship – yes and Comm. Stevens – yes.**

D. Policy – New: Body Worn Cameras. First Reading.

**Comm. Peters MOVED to place Policy 41.3.2.4.1 Body Worn Cameras and In Car Video into a first reading, by title only. Comm. Winship SECONDED the motion.  
The motion PASSED by roll call vote 3-0; Comm. Peter – yes, Comm. Winship – yes and Comm. Stevens – yes.**

These body cameras are compatible with the cruiser cameras?

Chief Boudreau said they are. We have had WatchGuard in-car cameras for the better part of 15 years. These will sync with the in-car camera and work in conjunction. The in-car camera will pick up the video from the cruiser and then the body camera will pick up the in person interaction. The body camera will act as the microphone for both, rather than the small mic the officers have been wearing. We had an installer mount new cradles in the cars. The officer will take the camera from the charging station and put it in the cradle. It will sync with the in-car camera. So at a traffic stop the in car camera will record from the car and then we will have the body camera footage and audio as well. When we started looking at body cameras a couple of years ago, we wanted a system that could integrate with our cruiser cameras.

#### E. Monthly Reports

1). Operations. There are 73 cases in ISB, 34 were new cases were opened this period. There were two call outs this period.

Officer Hatch and K9 Ripley had two tracks this period; one for a missing juvenile and one for an elderly person with dementia. While not successful, per se, that Ripley located the people, she was instrumental in “driving” the elderly resident out to people waiting to help.

**COMPSTAT:** There were two fatal car crashes. Both are under investigation. We have seen an increase in DWI for the month of December with 15 reported. Nine of them from accidents. The majority of them were alcohol related, not drug related. Having a young (in years of service) department we are working on all aspects of DWI detection.

Capt. Swanberry said that there has been a continued decrease in property crime, down 16%; a slight increase in drug overdoses which we continue to monitor. There has been an increase in arrests for violent crime, which ultimately is a good thing in holding people accountable.

Comm. Peters asked if we plan to bring back the motor vehicle unit in the near future.

Chief Boudreau said that we do, as soon as staffing allows and we can maintain it. As reported last month we have moved Officer Knox into ISB and as soon as our next two come out of field training Officer Rummo will also be moving to ISB. Getting that staffing beefed up is going to allow us to move involved investigations that historically have been kept in patrol which bogs patrol down. Moving them out to detectives should give us more time for proactive work.

Comm. Peters commented this goes hand-in-hand with the part-time paperwork service officer.

Chief Boudreau said that’s correct. Last year there were more than 2,000 subpoenas and paperwork services. Officer McQuade can take a lion share of this out of patrol, which frees up patrol officers to do other things.

**COMMUNITY ENGAGEMENT/PROBLEM ORIENTED POLICING (POP).** Officer Kimbrough had a lot of community outreach this month, including attending the winter-fest at the Commons. The POP Unit is back up and staffed with Officer Colson and Officer Alexander. They are both new to the assignment and are learning the role.

**COMMUNICATIONS:** The Communications center has one in training. There are in a critical staffing shortage; with five vacancies. They will be attending Mental Health First Aid Training for CIT through the Police Department in March.

**HIRING:** Of the five officers that were hired last month, one withdrew from the Academy. This leaves us with four open positions currently. We are holding a couple of interview sessions over the next four weeks.

**TRAINING:** Dep. Chief Thomas Officers' Terrero and Marsh were released from field training to solo patrol this period. We have just two left in field training. They are moving to phase 3 on Sunday 2/5 and are on target to be released by the end of February to solo patrol.

Officer Birmingham is in week 4 of the NH Police Academy and is on target. Officers' Settele and Mills will be heading off to the Academy at the end of February.

Comm. Peters asked how many officers went through the CIT course, and to please tell the Commission why this is so important.

Thirteen officers went through the course. This forty-hour course is designed to teach officers about those in crisis. Officers don't need to know what the diagnosis is, but to learn about it and deescalate, connecting people with resources. Participating in the course was a doctor, community outlets such as community partners, the mental health court, there was a tour of the jail and the state hospital so that officers can see the differences and benefits of someone in a medical facility versus detained in jail. We want to get people to better services before they end up in a criminal situation.

## 2.) Administration

Deputy Chief Thomas said that we picked up our new cruisers, but we are awaiting outfitting at NEVO. They are backlogged and short staffed.

We met our deadline to submit the proposed operating and CIP budgets to the City Manager. We are waiting for our date to review it with the City Manager and finance.

## F. Other

Comm. Peters commented that we had approved the first reading of the body camera policy. Let's give the Chief an opportunity to talk about them.

Chief Boudreau said that the policy is a rewrite of our current policy which covered just our in-car cameras. We retitled and restructured the whole policy, including using sources at the end. "I pulled from CALEA-certified agencies, and relied heavily on RSA 105D-2, the use of body worn cameras in the state. There is a lot of overlap but it covers what we need to do.

Chief Boudreau said I met with the union president this morning to review the policy. He did have one question which we will clarify the wording a little better. We also sent it to legal who said it looks good from a content stance and saw no issues with it. I looked at several policies from other agencies and overall this should cover our bases.

To follow up with that WatchGuard will be on site for our first day of installation and setting up the computer aspect. The entire day on Friday is dedicated to training on the whole system; the user level, the redaction level and the admin level. Admin will be sitting through all

three sessions. The user level is basic use, simple mounts and tapping a button turns it on and off. The back end and evidence storage part downloading, there is no way we can put 60 officers through this session. All the supervisory team will take the user training and over the next month will train shifts on the use of it while reviewing policy. Hopefully we can vote for final acceptance in March and will go live right after that.

Comm. Stevens commented so we'll be going live by mid-March.

Chief Boudreau said hopefully. We are trying some different mounts which could hold us up a bit.

Comm. Peters asked that we bring a camera to the next meeting so it can be reviewed.

## **6. CORRESPONDENCE:**

Correspondence received for the month included: Off. Gleason is thanked by a resident for a response to criminal mischief incident. Det. Garstin is praised by the family of a victim of elder abuse for fraud.

Comm. Peters commented on the recent fire on Old Dover Road and that one of our Officer's played a key role in getting people out. Do we plan on recognizing this officer?

Chief Boudreau stated that he met with that resident last week. We are planning to bring something forward next month. The officer is downplaying his role but his actions were noteworthy and should be commended.

Comm. Peters said eye witness accounts said the same of this officer. He's glad we are looking into it.

## **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 8:53 P.M. on a MOTION by Comm. Stevens. Comm. Peters SECONDED the motion. The motion PASSED by roll call vote Comm. Peters – yes, Comm. Stevens – yes, Comm. Winship – yes.**

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

**9. MISCELLANEOUS:**

**Comm. Stevens MOVED to approve the evaluations for Off. John Gantert, Off. James Murphy, Off. Matthew Flathers and Off. Brandon Kimbrough, (all top of grade). Comm. Peters 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 8:54 P.M.**

Respectfully Submitted

Rebecca J. Warburton  
Secretary

APPROVED BY COMMISSION:





# ROCHESTER POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURES

<b>POLICY NO:</b> 41.3.2.4.1	<b>SUBJECT:</b> Body Worn & In-Car Video Cameras
<b>EFFECTIVE DATE:</b>	<b>RESCINDS:</b> All previous policies, procedures and general orders
<b>ISSUING AUTHORITY:</b> 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

**POLICY NO:**

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.



# ROCHESTER POLICE DEPARTMENT STANDARD OPERATING PROCEDURES

**POLICY NO:**

41.3.2.4.1

**SUBJECT:** Body Worn & In-Car Video Cameras

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



# ROCHESTER POLICE DEPARTMENT STANDARD OPERATING PROCEDURES

**POLICY NO:**

41.3.2.4.1

**SUBJECT:** Body Worn & In-Car Video Cameras

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 **and not rely solely on BWC video**. 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.



# ROCHESTER POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURES

**POLICY NO:**

41.3.2.4.1

**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:





# ROCHESTER POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURES

**POLICY NO:**

41.3.2.4.1

**SUBJECT:** Body Worn & In-Car Video Cameras

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.





# ROCHESTER POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURES

**POLICY NO:**

41.3.2.4.1

**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.



# ROCHESTER POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURES

**POLICY NO:**

41.3.2.4.1

**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.



# ROCHESTER POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURES

**POLICY NO:**

41.3.2.4.1

**SUBJECT:** Body Worn & In-Car Video Cameras

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

#### A. 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 Justice Information Services (CJIS) of the criminal justice information services division of the Federal Bureau of Investigation of the United States Department of Justice. Recordings shall not be divulged or used by a law enforcement agency for any commercial or other non-law enforcement purpose. Where a law enforcement agency 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 agency retention policies. Neither the agency nor its agent shall subject any recording to analysis or

analytics of any kind, including without limitation facial recognition technology and data mining.

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.

**NEW BUSINESS:**

A. Commendations and Awards

1. Medal for Bravery: Officer Nicholas Alexander
2. Distinguished Unit Action Award: Communications Specialist's Michelle Bowley and Eric Pike

Recognizing Officer and Communications personnel for their roles in dispatching and responding to a house fire on Old Dover Road.

**Patrol Division  
Monthly Report  
February 2023**

**RPOA:**

Lt. Bossi and Sgt. Benjamin attended the February RPOA meeting. Lt. Bossi spoke with the members about graffiti and the importance of reporting for tracking and documentation. He also spoke about burglary reference to storage units as a lot of tenants and landlords use these facilities for property. Prevention and awareness was the main focus. A majority of the meeting revolved around a guest speaker and home assessments with regard to moisture and water damage. No major issues or concerns were brought up.

**HG:**

We are in the process of ordering 4 uniforms for new members and a Purchase Order will be submitted shortly. We have been authorized to post for two additional spots, that posting will be done in the near future. Preparations are being made to provide a flag detail for the C.H.a.D Battle of the Badges charity hockey game on March 18<sup>th</sup>.

**K-9:**

Officer Hatch and k-9 Ripley had a callout on 1/20 where a male was found while we were still in the track. He had bailed from a car and ran into the woods. SRO Jackson and Officer Hatch organized a drug search at the high school with the K9 academy and the other dogs on 2/13.

Respectfully Submitted,

Captain Todd Pinkham

**SUPPORT SERVICES DIVISION  
MONTHLY REPORT  
FEBRAUARY 2023**

**INVESTIGATIVE SERVICES BUREAU (ISB)**

- 42 Total cases sent to ISB from Patrol or detective generated
- 84 Total cases bring investigated currently
- 3 Cases presented to Grand Jury
- 3 ISB callouts
- 1 Evidence callouts
- 4 Background investigations
- 6 Compliance checks
- 9 Phones analyzed with Cellebrite

**EVIDENCE**

- 235 Pieces taken in
- 74 Pieces returned
- 74 Pieces destroyed

**COMMUNITY ENGAGEMENT OFFICER (CEO) & PROBLEM ORIENTED  
POLICING UNIT (POP)**

*The CEO's activity included:*

- Assisted Cops for Kids with Cancer in a donation to a local family
- Worked with the City Outreach Coordinator with homeless outreach
- Met with The Fire Department to learn about a new software program to track homeless camps
- Conducted footbeats on the square and met with local business owners
- Met with the Monarch School, working to set up a program for students to learn life skills
- Conducted a CRASE training with Police Explorers

*POP's activity included:*

- Conducted an escort for Cops for Kids with Cancer
- Investigated a spree of spray painting incidents
- Investigated a spree of copper thefts from railroad crossings
- Assisted various task forces with drug investigations

**COMMUNICATIONS CENTER (DISPATCH)**

Staffing continues to be at a critical shortage – down 5 dispatchers. 1 dispatcher is in training. Police officers and firefighters continue to assist with open shifts – in addition to Dispatchers working overtime.

## **JUVENILE DIVISION / SCHOOL RESOURCE OFFICERS (SROs) / EXPLORERS**

### **Juvenile Prosecution:**

#### New cases:

PETITIONS TO COURT: 20

PETITIONS TO DHHS: 28

CHINS: 0

CASES TO DIVERSION: 2

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

- 21 spent 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

Completed regular safety checks

#### High School: Officer Jackson

Assisted school admin with different issues

Completed typical monthly/weekly duties of monitoring students, checking building for safety issues, lunch duty, Hanson Pines

#### Explorer Post: Detective Danie and Officer Kimbrough

- Conducted CRASE training for Explorers

## **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.
- Staff helped host a state-wide summit February 9<sup>th</sup> that pulled together all those that work on diversity and inclusivity to share resources and start to develop a unified resource list.
- Staff continues to meet with the Rochester Mental Health Alliance and the Opiate Abatement Committee.



- Staff will be training with Sgt. Williams-Hurley, Dispatch, and Patrol March 1<sup>st</sup> on Adult Mental Health First Aid.
- Staff coordinated with the Rec Dept, to host the Skate with a Cop and Guns & Hoses hockey game as safe and free family friendly events, to be held March 19<sup>th</sup>.
- Staff is working with Waypoint to coordinate the March Sleep Out and coordinating the City team. This is one of their largest fundraisers and is done state-wide. This year will be done at the new location potentially and we have the SHS team on board again at the school location.
- 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. Staff attended a bi-state Outreach meeting hosted by Sanford PD and attended with Dover PD to hear what Maine's Departments are doing as best practice.
- Staff attend 2 events at the St. Charles School to support the students in their curriculum presentations. Staff continues to work with the Support Lt. in coordinating events with the students and PD, as many of these youth have had traumatic events with LE and this is providing a positive opportunity to engagement with us.
- Staff is still waiting on further details around implementation of the "Handle with Care" model, which would be our ACERT replacement.
- Staff continues to teach LEADs- and will be attending the LEADs Conference in March in NJ.

### **HOUSING**

- There were 37 Police calls for service and 24/Fire/EMS calls for service over the past month with no major issues or trends.
- Officer Babine continues to experience a high volume of calls due to the relationships he has built with the residents. Many of these calls do not make the police log and are handled directly by Officer Babine during his normal duties.
- Officer Babine assisted with a burst pipe at Linscott Court, helping residents into the building and with scene security.
- One of the spray painting incidents was at Linscott Court, so Officer Babine worked with POP on that investigation.
- Officer Babine completed 5 background checks this reporting period.

Respectfully Submitted,

Captain Andrew Swanberry  
Support Services Division

## **ADMINISTRATIVE MONTHLY REPORT**

**February 2023**

### **Financial/Purchasing:**

- New England Vehicle Outfitters (NEVO) has just started (last full week of February) stripping the old cars. Once done we hope they will be able to start outfitting the new vehicles.
- Watchguard was on-site February 1, 2, & 3 for set up and training of the new body worn cameras. After approval of the policy—we expect to go live in March.
- The Chief and I met with the City Manager, Finance Director, and Deputy Finance Director on February 7<sup>th</sup> to present our FY24 operating budget as well as CIP and Issues & Options.
- Purchase orders over \$5,000 this month: just one, and that was for ballistic vests for our recent new hire police officers.

### **Training/Hiring:**

- On 02/03/23, Officer Jack Settele and Officer Rachel Hill underwent their physical fitness testing at the New Hampshire Police Academy (PSTC). Both passed with no noted issues.
- On 02/05/23, Officer Alexander Howardkoppes and Officer Steven McPherson started Phase 3 of field training. Upon completion of their two (2) week period, their assigned field training officer (FTO) would determine if additional field training was necessary prior to entering their final observation week. On 02/18/23, the FTO's recommended both officers proceed to their final observation week.
- On 02/07/23, Officer Zachary Wilson attended a one (1) day training titled "Basic Report Writing" presented by Mello Consulting and Training at the Wells, Maine Police Department.
- On 02/10/23, Officer Shane Downs attended a training course at the Claremont Police Department titled, "Drug Identification, Paraphernalia, and the Motor Vehicle Stop" presented through Street Cop Training.
- From 02/16/23 to 02/17/23, Detective Jacob Garstin attended the FBI's introductory training course titled "Cellular Analysis Survey Team (CAST)" at the Massachusetts State Police Headquarters. The purpose of the training course is to teach participants what is available for data and phone records through United States carriers of the internet (i.e. Google, Apple, Facebook) for criminal investigations.

- On 02/19/23 after completing her in-service training obligations, Officer Katelyn Mills started Phase One (1) of field training being assigned to Field Training Officer (FTO) Shane Downs on the 2400 to 0800 hours shift.
- From 02/20/23 to 02/23/23, Detective Nicole Knox attended the Special Victim's Mini Conference presented by the Teagan Group at the Nashua Police Department.
- On 02/22/23, Sgt. Christopher Cost attended a "Point of Contact" meeting at PSTC pertaining to curriculum and rule changes for the upcoming 192<sup>nd</sup> New Hampshire Police Academy. Each agency sending a recruit to the police academy is required to have one (1) person within the agency to be the designated "point of contact" for police academy staff. Hours for the police academy will be as follows: 0800 hours – Fitness Training. 0900 to 1800 hours – Classroom. The final examination in order to receive a certification and graduation from the police academy has been eliminated. Instead, recruits will be evaluated and graded on a series of scenario based exercises each recruit will need to pass. The latest edition of the "Recruit Academy Manual" was distributed and is available online through New Hampshire Police Standards and Training "Benchmark" portal.
- On 02/27/23, Officer Jack Settele and Officer Rachel Hill started the 192<sup>nd</sup> New Hampshire Police Academy with an anticipated graduation date of 06/16/23.
- As of 02/28/23, Officer Aidan Birmingham will be in his eighth (8<sup>th</sup>) week of the 191<sup>st</sup> New Hampshire Police Academy with no noted issues.

Respectfully Submitted,

Jason Thomas  
Deputy Chief of Police

# CITY OF ROCHESTER

## FEBRUARY FINANCIALS

FOR 2023 08									
ACCOUNTS FOR:	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	518,253.80	.00	300,104.20	63.3%	
12010053 511002	SALARIES - PART	116,019	0	116,019	77,127.06	.00	38,891.94	66.5%	
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	71,419.23	.00	138,580.77	34.0%	
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	5,595.93	.00	1,904.07	74.6%	
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	50,335.75	.00	26,475.25	65.5%	
12010053 521200	DENTAL INSURANC	1,808	0	1,808	1,141.61	.00	666.39	63.1%	
12010053 521300	LIFE INSURANCE	1,841	0	1,841	1,199.91	.00	641.09	65.2%	
12010053 522000	SOCIAL SECURITY	16,588	0	16,588	9,753.12	.00	6,834.88	58.8%	
12010053 523000	RETIREMENT CONT	350,298	0	350,298	181,696.65	.00	168,601.35	51.9%	
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	3,328.51	.00	2,647.49	55.7%	
12010053 531002	STIPEND	0	0	0	.00	.00	.00	.0%	
12010053 532001	STAFF DEVELOPME	23,101	0	23,101	10,103.00	4,177.00	8,821.00	61.8%	
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	9,735.00	2,080.00	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	1,580.04	1,419.96	782.00	79.3%	
12010053 543001	VEHICLES MAINT	35,000	0	35,000	15,248.78	7,540.88	12,210.34	65.1%	
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	5,000.00	.00	.00	100.0%	
12010053 544200	RENTAL OF EQUIP	400	0	400	.00	400.00	.00	100.0%	
12010053 544500	LEASE COPIER/PR	12,468	0	12,468	101.86	10,715.16	1,650.98	86.8%	
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

## FEBRUARY FINANCIALS

FOR 2023 08									
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	22,252.35	2,994.67	16,195.98	60.9%
12010053	553400	POSTAGE FEES	8,050	0	8,050	3,883.86	.00	4,166.14	48.2%
12010053	554000	ADVERTISING	1,500	10,000	11,500	4,467.88	2,032.12	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	422.65	.00	5,677.35	6.9%
12010053	561003	OFFICE SUPPLIES	5,473	0	5,473	774.16	1,133.02	3,565.82	34.8%
12010053	561005	PUBLICATIONS	2,250	0	2,250	986.53	475.00	788.47	65.0%
12010053	561006	AMMUNITION	25,974	0	25,974	15,545.95	10,359.22	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	28,768.90	29,613.15	22,117.95	72.5%
12010053	561032	OTHER OPERATION	16,885	0	16,885	5,196.90	8,440.47	3,247.63	80.8%
12010053	562200	ELECTRICITY	59,000	0	59,000	27,966.48	22,533.48	8,500.04	85.6%
12010053	562400	HEATING FUEL	9,500	0	9,500	3,993.11	5,306.89	200.00	97.9%
12010053	562600	VEHICLE FUEL	77,549	0	77,549	39,498.59	.00	38,050.41	50.9%
12010053	573200	NEW VEHICLES	0	0	0	.00	.00	.00	.0%
12010053	573401	ADMIN EQUIPMENT	1,500	0	1,500	744.32	47.25	708.43	52.8%
12010053	573900	OTHER EQUIPMENT	16,354	0	16,354	11,007.22	.00	5,346.78	67.3%
12010053	581000	DUES AND FEES	3,485	0	3,485	1,780.00	530.00	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	8,077.82	4,147.94	3,524.24	77.6%
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	1,459,511.35	122,704.68	854,318.97	64.9%
12012453 PD PATROL SERVICES									
12012453	511001	SALARIES - FULL	3,547,780	-10,000	3,537,780	2,024,246.73	.00	1,513,533.27	57.2%

## FEBRUARY FINANCIALS

FOR 2023 08

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	71,595.66	.00	64,320.34	52.7%
12012453	511003	SALARIES - EARL	109,984	0	109,984	40,201.60	.00	69,782.40	36.6%
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	140,760.57	.00	-32,214.57	129.7%
12012453	513002	OVERTIME - TRAI	28,940	0	28,940	54,408.22	.00	-25,468.22	188.0%
12012453	513004	OVERTIME GRANT	0	0	0	.00	.00	.00	.0%
12012453	514000	EDUCATION INCEN	14,000	0	14,000	6,288.21	.00	7,711.79	44.9%
12012453	515001	ON CALL	7,800	0	7,800	3,950.00	.00	3,850.00	50.6%
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	245,966.07	.00	260,725.93	48.5%
12012453	521200	DENTAL INSURANC	12,362	0	12,362	6,128.46	.00	6,233.54	49.6%
12012453	521300	LIFE INSURANCE	3,154	0	3,154	1,710.11	.00	1,443.89	54.2%
12012453	522000	SOCIAL SECURITY	58,043	0	58,043	34,309.19	.00	23,733.81	59.1%
12012453	523000	RETIREMENT CONT	1,297,350	0	1,297,350	774,927.67	.00	522,422.33	59.7%
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	3,501,440.10	.00	2,488,676.90	58.5%

# CITY OF ROCHESTER

## FEBRUARY FINANCIALS

FOR 2023 08									
ACCOUNTS FOR:	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	152,953.43	.00	80,623.57	65.5%	
12012553 511002	SALARIES - PART	181,264	0	181,264	110,420.11	.00	70,843.89	60.9%	
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	4,533.42	.00	-1,533.42	151.1%	
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	31,910.64	.00	16,184.36	66.3%	
12012553 521200	DENTAL INSURANC	1,200	0	1,200	798.10	.00	401.90	66.5%	
12012553 521300	LIFE INSURANCE	456	0	456	333.44	.00	122.56	73.1%	
12012553 522000	SOCIAL SECURITY	32,268	0	32,268	20,217.78	.00	12,050.22	62.7%	
12012553 523000	RETIREMENT CONT	38,305	0	38,305	22,115.47	.00	16,189.53	57.7%	
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	1,783.51	.00	357.49	83.3%	
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

## FEBRUARY FINANCIALS

FOR 2023 08								
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	346,665.90	.00	196,115.10	63.9%	
TOTAL GENERAL FUND	8,969,433	0	8,969,433	5,307,617.35	122,704.68	3,539,110.97	60.5%	
TOTAL EXPENSES	8,969,433	0	8,969,433	5,307,617.35	122,704.68	3,539,110.97		



# CITY OF ROCHESTER

## FEBRUARY FINANCIALS

FOR 2023 08

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	8,969,433	0	8,969,433	5,307,617.35	122,704.68	3,539,110.97	60.5%

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

## FEBRUARY FINANCIALS

## REPORT OPTIONS

	Field #	Total	Page Break
Sequence 1	1	Y	Y
Sequence 2	9	Y	N
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title:  
FEBRUARY FINANCIALS

Includes accounts exceeding 0% of budget.

Print totals only: N

Print Full or Short description: F

Print full GL account: N

Format type: 1

Double space: N

Suppress zero bal accts: N

Include requisition amount: Y

Print Revenues-Version headings: N

Print revenue as credit: Y

Print revenue budgets as zero: N

Include Fund Balance: N

Print journal detail: N

From Yr/Per: 2023/ 1

To Yr/Per: 2023/ 7

Include budget entries: Y

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Include additional JE comments: N

Multiyear view: L

Amounts/totals exceed 999 million dollars: N

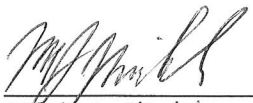
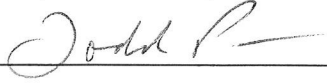
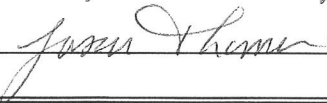


Year/Period: 2023/ 8


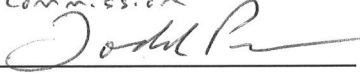
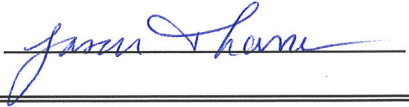


Print MTD Version: N

Roll projects to object: Y

Carry forward code: 1

Find Criteria	
Field Name	Field Value
Org	1201*
Object	
Project	
Rollup code	
Account type	Expense
Account status	Active

RECORD #	ROCHESTER POLICE DEPARTMENT	PERSONNEL RECORDS ENTRY FORM
1. <u>EMPLOYEE NAME</u> : Dwayne Hatch		DATE: 2/1/2023 TIME: 0700
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> : Officers responded for a missing adult male with dementia. The missing man's son emailed the next day to thank the department for the response and to compliment the agency on the response. He characterized the response as outstanding. He specifically mentioned that the K-9 response quickly developed a track and began searching.		
4. <u>ACTION TAKEN BY SUPERVISOR</u> : Copied the email to personnel files.  SIGNATURE: <u></u> DATE: 2/1/23 M. S. Michle		
5. <u>COMMENTS/RECOMMENDATIONS OF PATROL COMMANDER</u> : Nice work Dwayne! Rep up the good work! Forward to Commission for recognition. SIGNATURE: <u></u> DATE: 2-1-23		
6. <u>COMMENTS OF DEPUTY CHIEF OF POLICE</u> : Great work Dwayne! Thank you for all you do! SIGNATURE: <u></u> DATE: 2-1-23		
7. <u>COMMENTS OF CHIEF OF POLICE</u> : Awesome work Dwayne!  SIGNATURE: <u></u> DATE: 2-2-23		
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></u> DATE: 2/1/23		

RECORD #	ROCHESTER POLICE DEPARTMENT	PERSONNEL RECORDS ENTRY FORM
1. <u>EMPLOYEE NAME</u> : David Lombardi		DATE: 2/1/2023 TIME: 0700
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> : Officers responded for a missing adult male with dementia. The missing man's son emailed the next day to thank the department for the response and to compliment the agency on the response. He characterized the response as outstanding.		
4. <u>ACTION TAKEN BY SUPERVISOR</u> : Copied the email to personnel files.		
SIGNATURE: <u></u> M.J. Michle		DATE: 2/1/23
5. <u>COMMENTS/RECOMMENDATIONS OF PATROL COMMANDER</u> : Thank you for your professionalism & assistance w/ this. Keep up the good work. Forward to Commission		
SIGNATURE: <u></u>		DATE: 2-1-23
6. <u>COMMENTS OF DEPUTY CHIEF OF POLICE</u> : Great work David! Thank you for all you do!		
SIGNATURE: <u></u>		DATE: 2-1-23
7. <u>COMMENTS OF CHIEF OF POLICE</u> : Great work David!		
SIGNATURE: <u></u>		DATE: 2-2-23
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></u>		DATE: 2/18/23

23-669  
23-52-OF

## Michael Miehle

---

**From:** Andrew Swanberry  
**Sent:** Friday, January 6, 2023 1:36 PM  
**To:** Michael Miehle  
**Subject:** FW: Thursday night missing senior

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Please prep for files (or delegate to be prepped)

Thanks,  
Andrew

-----Original Message-----

**From:** [REDACTED]  
**Sent:** Friday, January 6, 2023 8:36 AM  
**To:** Andrew Swanberry <andrew.swanberry@rochesternh.gov>  
**Subject:** Thursday night missing senior

Caution: External email.

Last evening, Thursday January 5th, 2023, my father [REDACTED] who suffers from dementia went missing around 5:15pm. Your officers response was outstanding. The lead officer of the event (sorry I forgot the name) kept us calm and controlled the situation swiftly. The responding K9 team did an amazing job picking up my fathers track . He was eventually located in Somersworth showing me the excellent county wide communication between city's and towns in Strafford County. I just personally wanted to say thank you to all involved in the search for my father last evening and what pride in your department you should have for a job well done. I feel law enforcement doesn't often get the recognition it deserves, but just know you're appreciated by myself and my family . Again thank you for your swift and professional response on a cold evening that could have had a different outcome. I truly believe because of the actions of your department my dad is home safe today! Thank you [REDACTED]

Sent from my iPhone