

**ROCHESTER, NH POLICE COMMISSION**

**AGENDA**

**October 5, 2022 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. September 7, 2022

**4. OLD AND UNFINISHED BUSINESS:**

- A. Any Old Business before the Commission

**5. NEW BUSINESS:**

- A. Presentation to RPBA: Thank a Police Officer Day: Sheena Downs, Committee Chair.
- B. Oaths of Office:
  - 1). Sgt. Carl Root
  - 2.) Officer Aidan Birmingham
- C. Award and Recognition: Officer David Lombardi – Academic Achievement Police Academy
- D. Accept Resignation: Officer Thomas Butcher
- D. Community Outreach: Community Engagement Officer Brandon Kimbrough
- F. Monthly Reports
  - 1). Operations
  - 2.) Administration
- G. Other

**6. CORRESPONDENCE:**

- A. Det. Garstin and Det. Danie are thanked for providing a tour to Scout Pack 186.
- B. Officer Hatch and K9 Ripley are thanked for visiting campers at the Nancy Loud summer camp.
- C. Det. Flathers, Det. Govoni, Det. Garstin and Off. Gantert are recognized for their work by County Attorney Velardi, where the suspect received a 5-10 year sentence for the crimes he committed.
- D. Off. Moon is thanked by a parent for how he handled an incident involving his juvenile daughter.

**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, September 7, 2022 at 7:00 P.M. in City Hall, Council Chambers. Participants in this meeting: Comm. Peters, Comm. Stevens, Comm. Winship, Chief Boudreau, Dep. Chief Thomas, Capt. Pinkham, Chaplain Cilley and Secretary Warburton, members of the public and department in the audience.

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

All participated in the pledge of allegiance.

Chaplain Cilley led all in prayer.

B. Roll Call. The clerk called the roll marking Comm. Peters, Comm. Stevens and Comm. Winship present.

**2. PUBLIC COMMENT:** No public comment.

**3. ACCEPTANCE OF MINUTES:**

A. June 1, 2022 regular meeting. \*

**Comm. Stevens MOVED to accept the minutes of the June 1, 2022 meeting.  
Comm. Winship SECONDED the motion. The motion to accept the minutes as presented PASSED 3-0.**

*\*There was no regular meeting of the Commission in July or August 2020*

**4. OLD AND UNFINISHED BUSINESS:** No old or unfinished business.

**5. NEW BUSINESS:**

A. Oaths of Office. Sergeant Elizabeth Turner took oath for promotion to Lieutenant, administered by Attorney Andrea Mitrushi.

B. Accept Retirement: Officer Andrew Jackson

**Comm. Stevens MOVED to accept the retirement notice of Officer Andrew Jackson, noting he was pleased he would remain part time in the school resource officer role. Comm. Winship SECONDED the motion. The motion PASSED 3-0.**

C. Accept Resignation: Sgt. Thomas Powers

**Comm. Stevens MOVED to accept the resignation of Sergeant Thomas Powers, wishing him well in future endeavors. Comm. Winship SECONDED the motion. The motion PASSED 3-0.**

D. Archive Policies: Discussion

Chief Boudreau referring to the memo in the packet noted that as we are working on updating and amending policies. There are three that we are seeking to archive as outdated or they can be managed without a policy or by day to day operations. Archiving them allows them to be brought back in the future if needed. The policies are:

41.1.3.1 – Patrol OHRV Unit – Chief Boudreau said that we no longer have the OHRV.

Comm. Stevens inquired if there were instances we wished we still had it?

Chief Boudreau said this unit was purchased with a grant. It had several grant enforcement patrols tied to it. We have areas that are ridden frequently but we don't have any OHRV trails in the city. We used to patrol the old railroad bed from the high school up to the Farmington line. This is a sanctioned snow machine trail where wheeled vehicles are prohibited. The OHRV sat more than it was used which led to maintenance issues. There could be a possibility to have one in the future, but there is not an immediate need now. We transferred ownership of the OHRV to DPW for use by the Water Department. The Fire Department also has a side by side. If we had a need for such a unit we could reach out to these departments.

Comm. Stevens commented we can also contact Fish and Game.

The Commission concurred with archiving this policy.

45.2.1.2 – DARE Program Regulations – Chief Boudreau said that the Department transitioned from DARE to the L.E.A.D. Program several years ago. "I don't feel we need a policy to teach L.E.A.D." We follow the curriculum of the program and a specific policy or regulation is not needed where it can be handled with directives.

The Commission concurred with archiving this policy.

45.2.1.4 – Teddy Bear Program – Chief Boudreau said this program outlined carrying teddy bears in cruisers to give to children for comfort in trauma incidents. I don't think we need to have a policy to regulate giving out a teddy bear.

The Commission concurred with archiving this policy.

E. Job Descriptions: Review and Approve. Chief Boudreau said two of the descriptions are for positions budgeted by the Council this year.

1. The Paperwork Services Officer (new position) this position was approved in the FY23 budget process. This is a part time position for up to 25 hours per week for a certified officer. It is a position that we worked jointly on with the legal department. We generally have a subpoena for every case we have, for witnesses or victims. We also have other paperwork services including domestic violence petitions, abuse and neglect paperwork from DCYF, trespass orders and paperwork services from outside our agency for people living in Rochester, as other communities do for us.

In 2018 there were just shy of 3,000 paperwork service attempts. It is not as simple as just going and serving paperwork. We are serving paperwork for cases that happened in 2018 and 2019 due to the (Covid) shut down for over a year. The vast amount of folks involved in those cases have since moved, so it takes research either through our records management, the post office, or updated license information. It can take a couple of attempts if the person is not home. This takes officers on shift away from handling calls for service and the ability to do proactive policing. When you have service calls backing up, paperwork service tends to get pushed to the back burner, and if we don't have witnesses we lose cases.

Comm. Stevens inquired if we have any candidates?

Chief Boudreau said not yet, we haven't advertised it. Human Resources needs to also approve the job description.

Comm. Stevens asked if it would be a plainclothes position.

Chief Boudreau said we would have to evaluate that. We could look at a modified uniform. The person is still out representing the Department. This can still be dangerous so we need to have them identified as working with us.

**Comm. Stevens MOVED to adopt the job description for the part-time paperwork services officer. Comm. Winship SECONDED the motion. The motion PASSED 3-0.**

2. Police Sergeant; amended. The Police Sergeants job description minimum requirements says 'three years of consecutive employment' with Rochester. This was added and approved by the Commission in January of 1995. We want to amend this to be three years of full time police experience; **and** be off probation.

**Comm. Stevens MOVED to adopt the amended job description for Patrol Sergeant. Comm. Winship SECONDED the motion. The motion PASSED 3-0.**

3. Support Lieutenant (new position). Chief Boudreau said this position was approved in the FY23 budget process. It was to bring a mid-level manager structure to the support side of the house, where for many years it has been a first line supervisor reporting directly to a Captain. This will allow the support sergeant to focus more on the front line work of detectives, and give more of that admin function to the Lieutenant.

Comm. Peters noted this was a temporary position. He clarified for the viewing public that temporary just means the individual assignment. A specific individual may do one to three years in support and then be moved to a different operation function.

Chief Boudreau said that at his discretion with all of the temporary assignments since he has been Chief I'm letting people know up front how long they will be in the positions. This makes an officer well-rounded and gives exposure to different things. It also makes them more marketable for promotions and different aspects of the job.

**Comm. Stevens MOVED to adopt the amended job description for Support Lieutenant. Comm. Winship SECONDED the motion. The motion PASSED 3-0.**

#### F. Monthly Reports

1). Operations. There are 68 cases that were sent up or were detective generated. There were six call outs. There were six backgrounds completed between police and dispatch vacancies.

**COMPSTAT:** This report compiles two months. We did see an increase in traffic stops. We have been out and vigilant in areas with speed complaints and deploying the speed trailer.

Property crime overall is trending down, and has an 18% decrease year to date. We have had an increase in vandalism that is attributed to tagging and graffiti. This has been assigned to ISB.

Chief Boudreau said we took a proactive approach to the tagging. When we found graffiti we advised the property owner. The investigation is active but we do have suspects.

Violent crime is up slightly year to date, but there are no concerning trends.

**COMMUNITY ENGAGEMENT OFFICER/PROBLEM ORIENTED POLICING UNIT:** Officer Kimbrough has officially moved into the CEO position. He has been working with Sgt. Benjamin and has already done some good work with the city life safety committee. He has been meeting with the new community outreach coordinator on ways they can work together and be proactive.

**Comm. Peters asked that Officer Kimbrough attend the next Commission meeting.**

**COMMUNICATIONS:** the communications center still remains very understaffed. They are down by five positions. We have one specialist in field training. A second specialist resigned one week into the job. We are getting by with some per diem dispatchers, some fire fighters as well as police officers and the supervisor filling open shifts.

**DIVERSION.** Captain Pinkham wished to highlight a couple of things that Nicole is working on. In addition to the committees she sits on or chairs, she also participated in 7 weeks of Teen Travel camp. She organizes our annual National Night Out as well. We had perfect weather this year and it was a great partnership in the community. We are also working to bring

back Teen Night. We are looking to start the first Saturday of October in partnership with the Recreation Department.

**HIRING:** Dep. Chief Thomas stated that our newest Officer Aidan Birmingham will start on Monday September 12. He is scheduled for the January academy. Until then he will work on some in-house training and we can use him in other areas of the Department including dispatch or evidence.

There will be upcoming testing dates for non-certified officers. One in September and three in October. We are also offering the \$10,000 signing bonus for full time certified police officers.

We have six recruits in the academy, in 2 sessions. Four who started in June will graduate on September 23, 2022. They will finish up in house training and begin field training in October. The other two started on August 1 and will graduate at the end of November. Our four officers that have been in field training, all but one has been released to solo patrol. The remaining officer is on a military leave.

**HOUSING:** Captain Pinkham reported that Housing Officer Babine does a great job. He often flexes his schedule throughout the week so he is interacting with residents at various times. He is able to address minor issues on his own, alleviating calls in to dispatch. He is a great resource and this shows the benefit and quality of work that he does.

Comm. Peters said 50 calls in one month, that's a lot.

Capt. Pinkham concurred. He had 82 calls between the two reporting months that he has taken from the day to day patrol. There were also 77 background checks for applicants to the various housing locations.

**K9:** K9 Ripley was certified in obedience, agility, tracking and evidence detection this period.

**SCHOOL RESOURCE OFFICERS:** The SRO's are back in the schools this week. We have two part time officers, one at the middle school and one at the high school.

We have been working with the schools to organize adopting a school program. There has been a lot of good feedback. We envision officers might attend class assembly, drop by for lunches, or recesses or other functions held at the school. In this way the schools will have an officer to reach out to.

Chief Boudreau added at this point I cannot justify bringing back a full time elementary school SRO when we have citywide needs. I don't think that's the best use of our resources at this time. This is a better approach to our elementary SRO program. A lot of what the elementary SRO did was community policing things, interacting with the kids, but bouncing between the eight schools. He did have contacts with some of the principals and addressed some things. With patrol and detectives signing on to this adopt program we have a force multiplier. Beginning of the day, end of the day, school lunch, or any unassigned 15-20 minutes. The most immediate needs for the schools will be handled like a normal service call.

This is a proactive community policing role that all are responsible for.

Comm. Stevens commented its thinking outside of the box. Not a perfect solution, but a good solution.

Captain Pinkham said that the feedback from the officers has been good. A lot of their goals and objectives on their evaluations involves community events. This fits with what we want our officers to do.

Comm. Peters said it's a good idea and we can do it as time allows. Maybe we don't go back to a FT elementary SRO. The presence is very important.

Capt. Pinkham said we would have more to report on this next month.

2.) Administration: Dep. Chief Thomas said that we ended FY22 in good financial shape, returning a healthy sum from salaries and benefits due to open positions to the general fund.

McFarland Ford had ordered and set aside two 2022 cruisers which we were not obligated to buy. We have since been authorized through finance to put a purchase order in place for these cruisers. The third cruiser we will have to do the formal bid process or the state bid, whichever one is more beneficial to the City. We are being told that the 2023 models will be up in price by \$10,000.00

We were notified in July of our eligibility for a JAG Grant in the amount of \$27,300.00. We met the deadline to apply for the grant. There was no one present for the public input. We do have several ideas from the officers and we are moving forward with that.

Grants are not easy on the administrative side. When the City of Somersworth also received JAG awards they agreed to manage our grant for a 5% share of the award. Once you understand the behind the scene administrative function, that's a great deal. So we have managed our own grants for the past couple of years.

The federal government has changed the website. There are several different sites and portals that must be accessed. None of them are user friendly. The City does have a person that manages the Community Development Block Grant program and they are permitted to dedicate some additional hours to other federal grants for the City. We have discussed having them manage these grants for us because our staff in this role has not increased in twenty years, but the workload and responsibilities on the management side of these grants has increased.

#### **E. Other.**

1. Teen Night. Chief Boudreau said it is our intent to bring teen night back. This is a partnership with Recreation. We will be starting back up the first Saturday of the month in October. This has been a very successful venture for many years but has been suspended since COVID.

2. Crimeline and Rochester Police Benevolent Association Golf. This event is set for Friday, September 9, at the Rochester Country Club. There is still time to register a team.

## **6. CORRESPONDENCE:**

The following correspondence was received this period: Det. Decost is recognized for going above and beyond in a call for service assisting a victim. Officer Knox is thanked by a resident keeping her “distracted” dealing with a family emergency. Off. Kimbrough and Officer Vatcher are thanked for assisting a resident in need, also providing the resident some food. Officer Kimbrough is thanked for participating and helping student athletes celebrate at the Monarch School. Officer Rummo is thanked for ensuring the safety of a person obtaining services at the Family Justice Center. Diversion Coordinator Nicole Rodler is recognized for the work that goes into coordinating National Night Out.

## **7. INFORMATION: None**

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

**Commissioner Stevens MOVED to enter a nonpublic session at 7:57 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 8:29 P.M. on a MOTION by Comm. Stevens. Comm. Winship 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. Winship. The motion PASSED by roll call vote Comm. Peters – yes, Comm. Stevens – yes, Comm. Winship – yes.**

## **9. MISCELLANEOUS:**

**Comm. Stevens MOVED to accept the evaluations of Officer Jonathan Marshall (merit track 2). Comm. Winship SECONDED the motion. The motion PASSED by roll call vote Comm. Peters – yes, Comm. Stevens – yes, Comm. Winship – yes.**

**Comm. Stevens MOVED to award the \$1,000.00 referral bonus to Officer Nicole Knox for her referral of certified Officer Downs recently released to solo patrol. 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 8:33 P.M.**



Respectfully Submitted

Rebecca J. Warburton  
Secretary

APPROVED BY COMMISSION:

DRAFT



# ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET  
ROCHESTER NH, 03867-1933

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POLICE COMMISSION

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

GARY M. BOUDREAU  
*Chief of Police*



October 5, 2022

I, **Carl Root** do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a **Sergeant** 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.

\_\_\_\_\_  
**Carl Root**

## STATE OF NEW HAMPSHIRE

**STRAFFORD, SS:**

Then the above named **Carl Root** , appeared and took oath of Office by law prescribed.

Before me \_\_\_\_\_  
Rebecca J. Warburton,  
Justice of the Peace



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POLICE COMMISSION

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*Commissioner*  
DAVID R. STEVENS  
*Commissioner*  
DAVID E. WINSHIP, JR.  
*Commissioner*

GARY M. BOUDREAU  
*Chief of Police*



October 5, 2022

I, **Aidan Birmingham** 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.

\_\_\_\_\_  
**Aidan Birmingham**

## STATE OF NEW HAMPSHIRE

**STRAFFORD, SS:**

Then the above named **Aidan Birmingham** , appeared and took oath of Office by law prescribed.

Before me

\_\_\_\_\_  
Rebecca J. Warburton,  
Justice of the Peace



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POLICE COMMISSION

DEREK J. PETERS  
*Chairman*  
DAVID R. STEVENS  
*Vice-Chairman*  
DAVID E. WINSHIP, JR.  
*Commissioner*

GARY M. BOUDREAU  
*Chief of Police*



RECEIVED

SEP 12 2022

OFFICE OF THE CHIEF  
ROCHESTER POLICE DEPT

Chief Boudreau,

Please accept this as an official notice of my intent to resign from the Rochester Police Department and my position of Patrol Officer. I have decided to take a position of employment with the Seabrook Police Department with a start date of September 23, 2022. As such, my final day with this department will be September 22, 2022.

I would like to thank you, The Commission, and The Department for investing in me and helping me begin my career in law enforcement after sponsoring me through the academy. I also genuinely appreciate the vast, insurmountable experience this agency has to offer as well as the opportunity to obtain Taser Instructor, Field Training Officer, and attend various outside trainings. I hope to bring all that I have learned from my time with this department with me as I continue my career.

Should you need anything prior to my departure, please do not hesitate to reach out.

Respectfully,

  
\_\_\_\_\_  
Officer Thomas Butcher

CB  
9-12-22

Received  
9-9-22  
J. Pham

**Patrol Division  
Monthly Report  
September 2022**

**Honor Guard:** The Honor Guard did not participate in any events this past month, and none are currently scheduled.

**RPOA:** Lt. Bossi attended this month's meeting on September 8. Lt. Bossi spoke about vandalism and the different types of graffiti. There was discussion about ways to combat graffiti, and the importance of reporting it to the police. Lt. Bossi also answered questions about how to make police reports and how to follow-up to ensure situations are resolved correctly. The next meeting will be on October 12, 2022 at 8:00 a.m.

**K-9:** Ofc. Hatch and K-9 Ripley attended two community events at the Rochester Public Library, and Ripley was able to interact with the children in the community. Ofc. Hatch spoke with the children about the K-9 program, and provided stickers to the children.

The K-9 team responded to two tracks this past month. One track was unsuccessful, and the K-9 team was en route to the second call but was cancelled just prior to arrival

Respectfully Submitted,

Captain Andrew Swanberry

**SUPPORT SERVICES DIVISION  
MONTHLY REPORT  
SEPTEMBER 2022**

**INVESTIGATIVE SERVICES BUREAU (ISB):**

- 19 TOTAL CASES SENT TO ISB FROM PATROL OR DETECTIVE GENERATED
- 79 TOTAL CASES BEING INVESTIGATED CURRENTLY
- 15 Cases presented at Grand Jury = 15 True Bills
- There were three ISB callouts during this reporting period
- 0 Evidence callouts
- 3 Background investigations (Police, Dispatch)
- 6 compliance checks
- 10 phones analyzed with Cellebrite

**Misc:**

- DV Conference Training and the Partnership meeting at the FJC.
- Basic Crime Scene Investigation Training
- RPD held the Strafford County Regional Investigators Meeting

**EVIDENCE:**

- Number of pieces taken in: 336
- Number of pieces returned: 86
- Number of pieces destroyed: 47

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

- The POP Unit was temporarily re-assigned full time to the Patrol Division in September 2021 to assist with the ongoing staffing shortage and there is no time table for when the unit will be staffed and function again.
- CEO Officer Kimbrough assisted the Juvenile Diversion Coordinator in picking up raffle prizes for the Crimeline golf tournament.
- Officer Kimbrough and Sergeant Benjamin participated in an arrest warrant and search warrant execution in the City of Rochester with the Federal Bureau of Investigation, United States Marshalls Service, and Strafford County Sheriff's Office. This operation resulted in three arrests, including drug sale charges and removing narcotics from the street.
- Officer Kimbrough and Sergeant Benjamin went around the schools during drop off in the morning on the first several days of this school year to be a presence.
- Officer Kimbrough and Sergeant Benjamin worked on issues with transient camps on City property, specifically one behind a school. They offered resources and worked with public works and other vendors to ensure the areas were cleaned.
- Officer Kimbrough attended the Crimeline meeting, the life safety committee meeting, and had meetings with the City's new Community Outreach Coordinator, and Crime Analyst Steve Kerlee.
- Officer Kimbrough and Sergeant Benjamin assisted the Berlin NH Police Department with a case.
- Officer Kimbrough helped set up and attended the Crimeline golf tournament.
- Officer Kimbrough also worked with the Community Outreach Coordinator and went to several different homeless camps and one residence to offer services.
- Officer Kimbrough attended the downtown thank a cop day window painting, ice-cream and story

time with a cop at the library, senior breakfast at the community center, an active shooter webinar, the Strafford County Investigators meeting with Sergeant Benjamin, and the City wide Wiffle Ball Tournament, sponsored by the City wellness team.

### **COMMUNICATION CENTER - DISPATCH:**

- The center remains short staffed by 5 dispatchers.
- One of our new dispatchers in training has progressed from FD/EMS to dispatching Police and is progressing nicely. Our newest hire recently started with us and is in week 2 of training. We have another potential hire in the background process.
- Dispatchers are picking up many vacant shifts, as much as they can. We are also training a list of Firefighters and Patrol Officers that are willing to come in.
- We have been maintaining staffing minimums with the remaining staff and the supervisor covering shifts and have opened shifts to Police/Fire and per diems to help cover.
- We have started the process of discussing the construction of the third floor and what the timeline looks like.
- The Mobile Dispatch Trailer was recently used for the two weekends at the fair and was deployed with little to no issues.
- Dispatcher Stevens recently attended the Certified Training Officer Course in Biddeford, Maine and is certified to training our new hires when needed.

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

#### **Juvenile Prosecution:**

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

- 23 hours: doing District Court/Prosecution work typically done by an Administrative Assistant
- Completed 15 Motions to Impose for District Court cases
- Completed 1 Contempt investigation for District Court case
- Completed 1 Bail Jumping case for District Court
- Helped cover a full docket in District Court
- Completed ALS training with Officer Bibeau
- Completed ALS training with Officer Slankard

#### **SRO highlights:**

##### *Elementary Schools:*

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

##### *Middle School: Sgt. Deluca*

- Assisted McClelland School with suspicious vehicle
- Working/Assisting with many cases that are being handled by the school, but his assistance required
- Worked with a scavenger hunt at the school for 6<sup>th</sup> graders
- Working with 10 new students new to the building
- Found many boxes of books being discarded, brought them to Rochester Day Care Center and Emmanuel Church
- Completed some ADD (Avoid, Deny, Defend) training with new staff
- Worked with safety committee

High School: Officer Jackson

- Completed ADD (Avoid, Deny, Defend) training with staff
- Assisted with a building safety committee meeting
- Provided principal and safety team with a checklist for school security
- Ongoing assistance with new students
- Created schedule and plan for LEAD classes
- Completed 1 LEAD class

Explorer Post: Detective's Danie and Johnson, Officer Kimbrough

- First meeting is scheduled for October 17<sup>th</sup>.

**DIVERSION PROGRAM/TEEN DRUG COURT**

- Staff continues to participate in the Probation Transformation roll out work. Staff attended the last roll out session for Manchester court which will occur in October- then the entire State will have the transformation process underway.
- Staff continues to meet with the Rochester Mental Health Alliance and is part of the planning group for the City-wide Mental Health Summit to be held in the fall. Staff invited a guest presenter to this month's meeting talking about cold water therapy which might provide a resource for youth at the Teen Center.
- Staff continues planning for November's National Runaway Prevention Month with Waypoint. Staff was interviewed with Waypoint Staff for the national podcast regarding our collaboration being 1 of only 2 Police Depts across the country that participate in this event.
- Staff prepped and helped host orientation for Teen Night starting October 1<sup>st</sup> and have scheduled a service provider partner for each month thru the year.
- Staff has been working with the state-wide Equality and Diversity Committee on developing an anti-bias training for law enforcement that will meet the NHPST Academy's requirements. The first pilot sessions will be held in October, invitations went out to all Chiefs and training folks.
- Staff started teaching LEADs again in school and has 5 classes scheduled for this semester.
- Staff trained SHS teachers and Admin on current drug trends to start the school year prepared as to what they need to look for- signs, symptoms and paraphernalia.
- Staff has been working with the CEO on homeless resources and ideas for outreach.

**HOUSING:**

- As we begin the fall season, children have gone back to school which has slowed some of the activity at the housing properties, specifically Cold Spring Manor. Although juvenile activity has taken a dip, overall activity has remained steady.
- Officer Babine spent the majority of his time at Wyandotte Falls, Cold Spring Manor, and Art Nickless complex in an attempt to continue solving issues in the moment and suppress unwanted activity.
- Officer Babine was part of the day of caring event that occurred at Wellsweep circle, which was heavily attended. Officer Babine was honored to be a part of this event and stated it was a great event for our senior citizens.
- Officer Babine attended a court hearing on behalf of the Rochester Housing Authority for a case
- Starting on October 1<sup>st</sup>, Officer Babine will be patrolling to check all property parking lots for unregistered and uninspected vehicles. There will be no surprises to residents as it will be published in the newsletter as housing properties get ready for the winter season. The goal of this initiative is 100% compliance so no vehicles have to be towed.



- Officer Babine completed 6 housing property background investigations during this reporting period.
- There were 67 total service calls logged to the housing properties. These include fire department service calls, EMS calls, follow ups, proactive calls, etc. There were 25 calls for service into dispatch specifically for police services during this time. This data shows that Officer Babine's presence, during different days and times, is working to suppress unwanted issues on housing properties. Cold Spring and Wyandotte had the most overall service calls logged and the most calls to dispatch for police services this reporting period.

Respectfully Submitted,

Captain Todd Pinkham  
Support Services Division

## ADMINISTRATIVE MONTHLY REPORT

September 2022

### Financial/Purchasing:

- We are three months into this FY. All lines appear in good shape, although we will have to keep an eye on vehicle fuel and heating fuel as we continue to move forward.
- McFarland Ford stated the three Ford Interceptors we ordered should be in in October or November the latest. We are working with NEVO for costs associated with change over from old to new cruisers.
- Purchases over \$5,000; Atlantic Tactical for 7 new protective vests for new hires; Lexis Nexis to renew our annual contract for the crime analyst; and a blanket purchase order for advertising for open police officer positions.

### Training/Hiring:

- From 09/06/22 to 09/09/22, Officer Aaron Garneau and Detective Kyle Danie became certified rifle instructors through New Hampshire Police Standards and Training in Concord.
- From 09/07/22 to 09/08/22, Detective Kendall DeCost and Officer Nicole Knox attended the annual New Hampshire Attorney General's Conference titled "2022 Preparing for a Future Without Violence" (Sexual/Domestic Violence).
- On 09/11/22, Officer Aidan Birmingham started with the police department with his first day of orientation and in-service training on 09/12/22. He is scheduled to start the 192<sup>nd</sup> New Hampshire Police Academy on 01/09/23.
- From 09/12/22 to 09/13/22, Officer Michael Brinkman attended a two (2) training session on interviews and interrogations in obtaining confessions at the Bow Police Department.
- From 09/12/22 to 09/13/22, Officer Adam Granatowski attended the Advanced Roadside Impaired Driving Enforcement (ARIDE) course at the New Hampshire Police Standards and Training Facility in Concord.
- From 09/12/22 to 09/14/22, Communications Specialist Heather Stevens became a certified communications training officer through Public Service Training in Biddeford, Maine.
- From 09/12/22 to 09/16/22, Detective Hattie Johnson, Officer Nicole Knox, Officer Timothy Rummo, and Officer Jeffrey Slankard attended the training course titled "Basic Crime Scene Processing" held at the New Hampshire Police Standards and Training facility in Concord.
- On 09/23/22, Officer David Lombardi, Officer Brian Dale, Officer Manolin Terrero, and Officer Zachary Marsh graduated from the 190<sup>th</sup> New Hampshire Police Academy. Officer David Lombardi ranked number one (1) in both academics and physical fitness in his academy class which, according to New Hampshire Police Standards and Training staff, is an extremely rare occurrence.

- On 09/23/22, Communications Supervisor Keri Devine attended the New Hampshire Emergency Dispatchers Association (NHEDA) Supervisor's Seminar at the New Hampshire Fire Academy in Concord.
- From 09/26/22 to 09/27/22, Officer Brendan Colson attended a training course titled "Law Enforcement Interview Tactics" presented by Granite State Police Career Counseling at the Dover Police Department.
- On 09/27/22, Officer Douglas Crawford became a certified oleoresin capsicum (OC) instructor through New Hampshire Police Standards and Training.
- As of 09/30/22, Officer Alexander Howardkoppes and Officer Steven McPherson will have completed nine (9) weeks at the 191<sup>st</sup> New Hampshire Police Academy with no issues. Their expected graduation date is 11/18/22.
- As of this writing, we have three conditional offers of employment out to new police officer candidates. One is not certified, and the other two are out of state certified. They are currently in the background investigation stages.
- For our remaining police officer position openings, we have October test dates sets and at this point, we have 3 candidates committed to take part.

Respectfully Submitted,

Jason Thomas  
Deputy Chief of Police

| **2022**

# **Expense & Revenue Reports**

FINANCIALS FOR SEPTEMBER 2022

FOR 2023 13

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
1000 GENERAL FUND							
<b>12010053 PD ADMINISTRATIVE SERVICES</b>							
12010053 511001 SALARIES - FULL	818,358	0	818,358	198,903.20	.00	619,454.80	24.3%
12010053 511002 SALARIES - PART	116,019	0	116,019	31,808.71	.00	84,210.29	27.4%
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	41,636.07	.00	168,363.93	19.8%
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	2,019.15	.00	5,480.85	26.9%
12010053 516000 LONGEVITY	3,475	0	3,475	1,700.00	.00	1,775.00	48.9%
12010053 521100 HEALTH INSURANC	76,811	0	76,811	17,885.22	.00	58,925.78	23.3%
12010053 521200 DENTAL INSURANC	1,808	0	1,808	388.92	.00	1,419.08	21.5%
12010053 521300 LIFE INSURANCE	1,841	0	1,841	429.81	.00	1,411.19	23.3%
12010053 522000 SOCIAL SECURITY	16,588	0	16,588	4,058.76	.00	12,529.24	24.5%
12010053 523000 RETIREMENT CONT	350,298	0	350,298	71,215.48	.00	279,082.52	20.3%
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	.00	.00	87,227.00	.0%
12010053 528001 DISABILITY INSU	5,976	0	5,976	1,137.60	.00	4,838.40	19.0%
12010053 531002 STIPEND	0	0	0	.00	.00	.00	.0%
12010053 532001 STAFF DEVELOPME	23,101	0	23,101	6,715.00	1,202.00	15,184.00	34.3%
12010053 532200 CONTRACTED SERV	77,665	0	77,665	77,330.58	315.60	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	730.00	8,925.00	2,476.00	79.6%
12010053 533005 ANIMAL DISPOSAL	1,000	0	1,000	.00	500.00	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	.00	1,250.00	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	238.68	2,761.32	782.00	79.3%
12010053 543001 VEHICLES MAINT	35,000	0	35,000	5,581.17	5,527.84	23,890.99	31.7%
12010053 543002 EQUIPMENT MAINT	72,686	0	72,686	37,704.22	15,644.68	19,337.10	73.4%
12010053 543500 INSURANCE CLAIM	5,000	0	5,000	2,000.00	.00	3,000.00	40.0%
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	10,671.93	1,796.07	85.6%
12010053 544900 RENTAL OF OTHER	0	0	0	.00	.00	.00	.0%
12010053 552001 FLEET INSURANCE	11,413	0	11,413	.00	.00	11,413.00	.0%
12010053 552002 PROPERTY INSURA	4,953	0	4,953	.00	.00	4,953.00	.0%
12010053 552003 GENERAL LIABILI	31,152	0	31,152	.00	.00	31,152.00	.0%

FINANCIALS FOR SEPTEMBER 2022

FOR 2023 13

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	.00	.00	48,890.00	.0%
12010053	553000	COMMUNICATIONS	41,443	0	41,443	7,412.73	6,714.45	27,315.82	34.1%
12010053	553400	POSTAGE FEES	8,050	0	8,050	2,972.42	.00	5,077.58	36.9%
12010053	554000	ADVERTISING	1,500	10,000	11,500	1,034.58	5,465.42	5,000.00	56.5%
12010053	555000	PRINTING AND BI	4,000	0	4,000	.00	310.00	3,690.00	7.8%
12010053	556000	TUITION	0	0	0	.00	.00	.00	.0%
12010053	558000	TRAVEL	6,100	0	6,100	.00	562.90	5,537.10	9.2%
12010053	561003	OFFICE SUPPLIES	5,473	0	5,473	213.25	.00	5,259.75	3.9%
12010053	561005	PUBLICATIONS	2,250	0	2,250	462.50	159.50	1,628.00	27.6%
12010053	561006	AMMUNITION	25,974	0	25,974	1,500.00	24,405.17	68.83	99.7%
12010053	561008	VEHICLE SUPPLIE	11,030	0	11,030	4,683.76	929.01	5,417.23	50.9%
12010053	561009	TRAINING MATERI	350	0	350	70.01	.00	279.99	20.0%
12010053	561010	CLOTHING	80,500	0	80,500	5,761.63	14,983.00	59,755.37	25.8%
12010053	561032	OTHER OPERATION	16,885	0	16,885	3,025.52	2,349.91	11,509.57	31.8%
12010053	562200	ELECTRICITY	59,000	0	59,000	9,480.17	41,019.79	8,500.04	85.6%
12010053	562400	HEATING FUEL	9,500	0	9,500	281.41	9,018.59	200.00	97.9%
12010053	562600	VEHICLE FUEL	77,549	0	77,549	13,638.58	.00	63,910.42	17.6%
12010053	573200	NEW VEHICLES	0	0	0	.00	.00	.00	.0%
12010053	573401	ADMIN EQUIPMENT	1,500	0	1,500	49.49	358.99	1,091.52	27.2%
12010053	573900	OTHER EQUIPMENT	16,354	0	16,354	7,435.88	697.46	8,220.66	49.7%
12010053	581000	DUES AND FEES	3,485	0	3,485	600.00	1,120.00	1,765.00	49.4%
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	3,178.13	1,530.99	11,040.88	29.9%
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	563,282.63	156,823.55	1,716,428.82	29.6%

12012453 PD PATROL SERVICES

12012453	511001	SALARIES - FULL	3,547,780	-10,000	3,537,780	846,577.56	.00	2,691,202.44	23.9%
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FINANCIALS FOR SEPTEMBER 2022

FOR 2023 13									
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	20,895.82	.00	115,020.18	15.4%
12012453	511003	SALARIES - EARL	109,984	0	109,984	15,888.10	.00	94,095.90	14.4%
12012453	511004	SALARIES - HOLI	159,032	0	159,032	8,741.61	.00	150,290.39	5.5%
12012453	511099	SALARIES - ADJU	0	0	0	.00	.00	.00	.0%
12012453	513001	OVERTIME - REGU	108,546	0	108,546	55,698.64	.00	52,847.36	51.3%
12012453	513002	OVERTIME - TRAI	28,940	0	28,940	20,680.69	.00	8,259.31	71.5%
12012453	513004	OVERTIME GRANT	0	0	0	.00	.00	.00	.0%
12012453	514000	EDUCATION INCEN	14,000	0	14,000	2,942.19	.00	11,057.81	21.0%
12012453	515001	ON CALL	7,800	0	7,800	1,500.00	.00	6,300.00	19.2%
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	93,153.92	.00	413,538.08	18.4%
12012453	521200	DENTAL INSURANC	12,362	0	12,362	2,374.80	.00	9,987.20	19.2%
12012453	521300	LIFE INSURANCE	3,154	0	3,154	637.28	.00	2,516.72	20.2%
12012453	522000	SOCIAL SECURITY	58,043	0	58,043	13,761.97	.00	44,281.03	23.7%
12012453	523000	RETIREMENT CONT	1,297,350	0	1,297,350	314,894.77	.00	982,455.23	24.3%
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	1,399,747.35	.00	4,590,369.65	23.4%

FINANCIALS FOR SEPTEMBER 2022

FOR 2023 13

ACCOUNTS FOR: 1000 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
<b>12012553 PD SUPPORT SERVICES</b>							
12012553 511001 SALARIES - FULL	233,577	0	233,577	60,430.44	.00	173,146.56	25.9%
12012553 511002 SALARIES - PART	181,264	0	181,264	44,858.72	.00	136,405.28	24.7%
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	1,965.27	.00	1,034.73	65.5%
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	1,200.00	.00	1,275.00	48.5%
12012553 521100 HEALTH INSURANC	48,095	0	48,095	11,953.04	.00	36,141.96	24.9%
12012553 521200 DENTAL INSURANC	1,200	0	1,200	298.56	.00	901.44	24.9%
12012553 521300 LIFE INSURANCE	456	0	456	122.84	.00	333.16	26.9%
12012553 522000 SOCIAL SECURITY	32,268	0	32,268	8,122.92	.00	24,145.08	25.2%
12012553 523000 RETIREMENT CONT	38,305	0	38,305	8,942.52	.00	29,362.48	23.3%
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	682.13	.00	1,458.87	31.9%
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%



FINANCIALS FOR SEPTEMBER 2022

FOR 2023 13									
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	138,576.44	.00	404,204.56	25.5%
TOTAL GENERAL FUND			8,969,433	0	8,969,433	2,101,606.42	156,823.55	6,711,003.03	25.2%
TOTAL EXPENSES			8,969,433	0	8,969,433	2,101,606.42	156,823.55	6,711,003.03	

FINANCIALS FOR SEPTEMBER 2022

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
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GRAND TOTAL	8,969,433	0	8,969,433	2,101,606.42	156,823.55	6,711,003.03	25.2%
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\*\* END OF REPORT - Generated by Rhonda Morganti \*\*

DISPATCH FINANCIALS FOR SEPTEMBER 2022

FOR 2023 13

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
1000 GENERAL FUND							
<b>12030153 DISPATCH CENTER</b>							
12030153 511001 SALARIES - FULL	573,464	0	573,464	103,953.06	.00	469,510.94	18.1%
12030153 511002 SALARIES - PART	2,000	0	2,000	16,354.88	.00	-14,354.88	817.7%
12030153 511004 SALARIES - HOLI	21,727	0	21,727	535.60	.00	21,191.40	2.5%
12030153 511012 SHIFT DIFFERENT	12,410	0	12,410	2,544.48	.00	9,865.52	20.5%
12030153 511099 SALARIES - ADJU	0	0	0	.00	.00	.00	.0%
12030153 513001 OVERTIME - REGU	34,000	0	34,000	58,200.02	.00	-24,200.02	171.2%
12030153 513002 OVERTIME-TRAINI	10,000	0	10,000	841.74	.00	9,158.26	8.4%
12030153 516000 LONGEVITY	2,100	0	2,100	793.75	.00	1,306.25	37.8%
12030153 521100 HEALTH INSURANC	130,123	0	130,123	17,957.29	.00	112,165.71	13.8%
12030153 521200 DENTAL INSURANC	3,170	0	3,170	454.88	.00	2,715.12	14.3%
12030153 521300 LIFE INSURANCE	1,246	0	1,246	196.16	.00	1,049.84	15.7%
12030153 522000 SOCIAL SECURITY	46,031	0	46,031	11,628.17	.00	34,402.83	25.3%
12030153 523000 RETIREMENT CONT	89,924	0	89,924	28,746.61	.00	61,177.39	32.0%
12030153 525000 UNEMPLOYMENT	0	0	0	.00	.00	.00	.0%
12030153 526000 WORKERS' COMPEN	927	0	927	.00	.00	927.00	.0%
12030153 528001 DISABILITY INSU	6,218	0	6,218	870.79	.00	5,347.21	14.0%
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	.00	360.00	4,140.00	8.0%
12030153 534003 SOFTWARE MAINT/	0	0	0	.00	.00	.00	.0%
12030153 543002 EQUIPMENT MAINT	22,330	0	22,330	10,035.34	2,000.00	10,294.66	53.9%
12030153 544500 LEASE COPIER/PR	0	0	0	.00	.00	.00	.0%
12030153 552003 GENERAL LIABILI	3,380	0	3,380	.00	.00	3,380.00	.0%
12030153 553000 COMMUNICATIONS	500	0	500	162.72	.00	337.28	32.5%
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	.00	.00	2,000.00	.0%
12030153 561003 OFFICE SUPPLIES	1,750	0	1,750	131.50	57.08	1,561.42	10.8%
12030153 561010 CLOTHING	3,000	0	3,000	.00	501.25	2,498.75	16.7%
12030153 561032 OTHER OPERATION	2,500	0	2,500	.00	90.00	2,410.00	3.6%
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	.00	550.00	.00	100.0%
TOTAL DISPATCH CENTER	991,368	0	991,368	253,531.99	3,558.33	734,277.68	25.9%
TOTAL GENERAL FUND	991,368	0	991,368	253,531.99	3,558.33	734,277.68	25.9%
TOTAL EXPENSES	991,368	0	991,368	253,531.99	3,558.33	734,277.68	

DISPATCH FINANCIALS FOR SEPTEMBER 2022

FOR 2023 13								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED	
GRAND TOTAL	991,368	0	991,368	253,531.99	3,558.33	734,277.68	25.9%	

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

REVENUE FOR SEPTEMBER 2022





FOR 2023 13							
ACCOUNTS FOR:	ORIGINAL	ESTIM REV	REVISED	ACTUAL YTD	REMAINING	PCT	
1000 GENERAL FUND	ESTIM REV	ADJSTMTS	EST REV	REVENUE	REVENUE	COLL	
<b>12011 POLICE CITY REVENUE</b>							
12011 400403 AMUSEMENT PERMITS	0	0	0	.00	.00	.0%	
12011 400407 PISTOL PERMITS	-1,850	0	-1,850	-250.00	-1,600.00	13.5%	
12011 402110 INCOME FROM COPY M	-8,700	0	-8,700	-760.20	-7,939.80	8.7%	
12011 402111 OUTSIDE SECURITY S	-262,500	0	-262,500	.00	-262,500.00	.0%	
12011 402112 OUTSIDE DUTY ADMIN	0	0	0	.00	.00	.0%	
12011 402115 ALARM FEES	-5,200	0	-5,200	-255.00	-4,945.00	4.9%	
12011 402120 WRECKER SERVICE IN	-1,650	0	-1,650	.00	-1,650.00	.0%	
12011 402121 DOG SHELTER & TRAN	-2,500	0	-2,500	-25.00	-2,475.00	1.0%	
12011 402122 DOG FINES	-13,500	0	-13,500	-5,400.00	-8,100.00	40.0%	
12011 405201 COURT FINES	-7,500	0	-7,500	.00	-7,500.00	.0%	
12011 405202 PARKING TICKETS	-4,300	0	-4,300	-1,195.00	-3,105.00	27.8%	
12011 405203 EXCESS ALARM PENAL	-3,600	0	-3,600	.00	-3,600.00	.0%	
12011 406201 MISCELLANEOUS REVE	-7,500	0	-7,500	-1,178.50	-6,321.50	15.7%	
12011 406209 POLICE RESTITUTION	-300	0	-300	-266.42	-33.58	88.8%	
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	.00	-10,000.00	.0%	
TOTAL POLICE CITY REVENUE	-338,800	0	-338,800	-9,330.12	-329,469.88	2.8%	
<b>12012 POLICE STATE REVENUE</b>							
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%	
<b>12013 POLICE FEDERAL REVENUE</b>							
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	-9,330.12	-329,469.88	2.8%	
TOTAL REVENUES	-338,800	0	-338,800	-9,330.12	-329,469.88		

REVENUE FOR SEPTEMBER 2022

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
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GRAND TOTAL	-338,800	0	-338,800	-9,330.12	-329,469.88	2.8%
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\*\* END OF REPORT - Generated by Rhonda Morganti \*\*

RECORD #	ROCHESTER POLICE DEPARTMENT	PERSONNEL RECORDS ENTRY FORM
1. <u>EMPLOYEE NAME</u> : Det. Jacob Garstin		DATE: 8/1/22
2. <u>TYPE OF ENTRY</u> ___ RECOMMENDATION                    ___ COUNSELING ___ TRAINING INTERVIEW                    ___ DISCIPLINARY ___ EVALUATION/FOLLOW UP                    ___ <u>X</u> OTHER		
3. <u>NARRATIVE</u> : Det. Garstin is thanked by pack 186 for helping provide a tour of the police department.		
4. <u>ACTION TAKEN BY SUPERVISOR</u> : Letter completed, recommending to be placed in file.  SIGNATURE: <u></u> DATE: 8/1/22		
5. <u>COMMENTS/RECOMMENDATIONS OF SUPPORT COMMANDER</u> : Thank you for doing this and for being a great rep-recommended for the dept. Add to personal file & forward to commission.  SIGNATURE: <u></u> DATE: 8-1-22		
6. <u>COMMENTS OF DEPUTY CHIEF OF POLICE</u> : Great Community Policing Jake! Thank you for all you do!  SIGNATURE: <u></u> DATE: 8-4-22		
7. <u>COMMENTS OF CHIEF OF POLICE</u> : Great work Jake!   SIGNATURE: <u></u> DATE: 8-9-22		

8. ACKNOWLEDGMENT OF EMPLOYEE:

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

EMPLOYEE SIGNATURE: JS

DATE: 9-15-27





GARY M. BOUDREAU  
*Chief of Police*

## ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET  
ROCHESTER NH, 03867-1933

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BUSINESS (603) 330-7127  
FAX (603) 330-7159  
[www.rochesterpd.org](http://www.rochesterpd.org)

*"Dedication, Pride, Integrity"*

POLICE COMMISSION

DEREK J. PETERS  
*Chairman*  
DAVID R. STEVENS  
*Vice-Chairman*  
DAVID E. WINSHIP, JR.  
*Commissioner*



To: Captain Todd Pinkham  
From: Sergeant Thomas Powers  
Re: Detective Kyle Danie, Detective Jacob Garstin  
Date: 8/1/22

Capt. Pinkham,

Please find the attached thank you card from pack 186. It is in reference to a tour that both Detective Kyle Danie and Jacob Garstin provided to the troop. As usual both Detectives clearly conducted themselves in an exemplary manner, and continue to show the value of community policing.

Respectfully,

  
\_\_\_\_\_  
Sergeant Thomas Powers



THANK YOU!

THANK YOU!

THANK YOU!

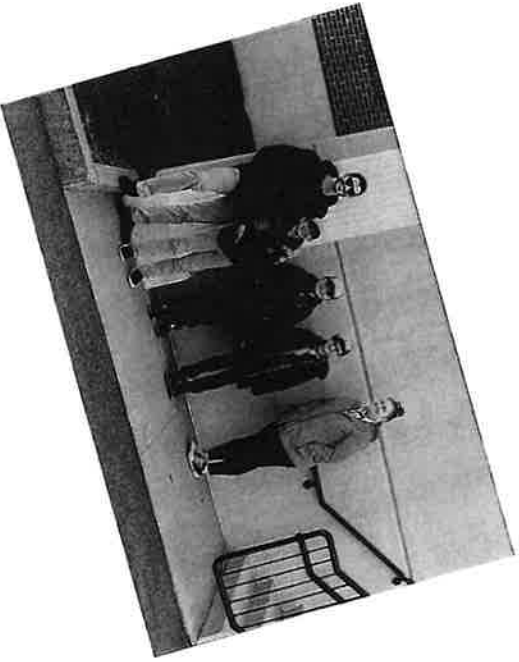


Dear Kyle + Jacob,

Thank you for taking  
time to show our  
Scouts around and  
answering all their  
questions. The Scouts had  
a great time. We  
appreciate all you do  
to keep our community  
safe.

Thank you!

Pack 1816



**ROCHESTER POLICE  
DEPARTMENT  
Rochester, New Hampshire**

1.) Employee: Dwayne Hatch

Date: 8-16-22

Time: 1100hrs

2.) Type of Entry:

- |   |   |
|---|---|
| <input type="checkbox"/> Recommendation     | <input type="checkbox"/> Counseling       |
| <input type="checkbox"/> Training Interview | <input type="checkbox"/> Disciplinary     |
| <input type="checkbox"/> Evaluation         | <input checked="" type="checkbox"/> Other |

3.) Narrative: K-9 Officer Dwayne Hatch and his partner Ripley are thanked by the Nancy Loud Camp Director for going to the camp and visiting with campers, along with talking about how police K-9 work.

4.) Action Taken By Supervisor:

\_\_\_\_\_

\_\_\_\_\_

DATE

5.) Comments of Bureau Commander:

\_\_\_\_\_

\_\_\_\_\_

Captain

DATE

6.) Comments of Chief of Police: Great job Dwayne! Thank you for your community outreach. Copy to file and Commission.



Signature of Chief of Police

8-16-22

DATE

7.) Acknowledgment of Employee:

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



Signature of Employee:

9/6/22


DATE

July 28, 2022

Dear Officer Hatch,

I would like to thank you for coming and giving a wonderful presentation for my camp kids. They were very excited to meet the new K-9, and it was very educational and informative. I was impressed with how calm and well behaved Ripley was with the kids.


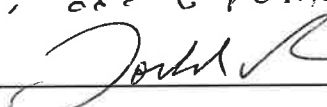
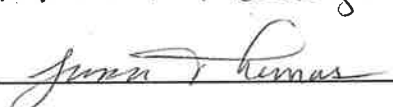


Sincerely,





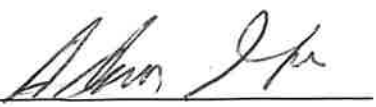
A handwritten signature in cursive script that reads "Hannah Winship".


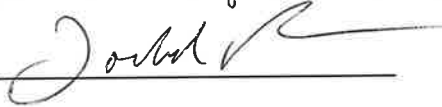
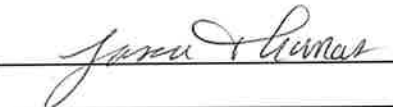


Hannah Winship

Nancy Loud Camp Director




Rochester Recreation Center

RECORD #	ROCHESTER POLICE DEPARTMENT	PERSONNEL RECORDS ENTRY FORM
1. <u>EMPLOYEE NAME</u> : Matthew Flathers		DATE: August 26, 2022 TIME: 1010
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 type="checkbox"/> OTHER		
3. <u>NARRATIVE</u> : Detective Flathers was recognized by County Attorney Velardi for his assistance and hard work related to 21-1988-OF. This case received a 5-10 year sentence for the suspect in the crimes he committed.		
4. <u>ACTION TAKEN BY SUPERVISOR</u> : Submitted for recognition for their hard work in this case.  SIGNATURE: <u></u> DATE: <u>August 26, 2022</u>		
5. <u>COMMENTS/RECOMMENDATIONS OF PATROL COMMANDER</u> : <i>Great job Matt! Keep up the good work! Forward to Commission, add to personal file</i>  SIGNATURE: <u></u> DATE: <u>8-30-22</u>		
6. <u>COMMENTS OF DEPUTY CHIEF OF POLICE</u> : <i>Great work Matt! Thank you for all you do!</i>  SIGNATURE: <u></u> DATE: <u>9.1.22</u>		
7. <u>COMMENTS OF CHIEF OF POLICE</u> : <i>Great job Matt! Thank you for all your hard work</i>  SIGNATURE: <u></u> DATE: <u>9-21-22</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></u> DATE: <u>9/21/22</u>		

RECORD #	ROCHESTER POLICE DEPARTMENT	PERSONNEL RECORDS ENTRY FORM
1. <u>EMPLOYEE NAME</u> : Adam Govoni		DATE: August 26, 2022 TIME: 1010
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 type="checkbox"/> OTHER		
3. <u>NARRATIVE</u> : Detective Govoni was recognized by County Attorney Velardi for his assistance and hard work related to 21-1988-OF. This case received a 5-10 year sentence for the suspect in the crimes he committed.		
4. <u>ACTION TAKEN BY SUPERVISOR</u> : Submitted for recognition for their hard work in this case.  SIGNATURE: <u></u> DATE: <u>August 26, 2022</u>		
5. <u>COMMENTS/RECOMMENDATIONS OF PATROL COMMANDER</u> : <i>Great work Adam! Keep up the good work! Forward to Commission &amp; place in personal file -</i>  SIGNATURE: <u></u> DATE: <u>8-30-22</u>		
6. <u>COMMENTS OF DEPUTY CHIEF OF POLICE</u> : <i>Adam - Thank you for your hard work &amp; dedication!</i>  SIGNATURE: <u></u> DATE: <u>9.1.22</u>		
7. <u>COMMENTS OF CHIEF OF POLICE</u> : <i>Thanks you for your work on this case</i>  SIGNATURE: <u></u> DATE: <u>9-21-22</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></u> DATE: <u>9/22/22</u>		

RECORD #	ROCHESTER POLICE DEPARTMENT	PERSONNEL RECORDS ENTRY FORM
1. <u>EMPLOYEE NAME:</u> Jacob Garstin		DATE: August 26, 2022 TIME: 1010
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 type="checkbox"/> OTHER		
3. <u>NARRATIVE:</u> Detective Garstin was recognized by County Attorney Velardi for his assistance and hard work related to 21-1988-OF. This case received a 5-10 year sentence for the suspect in the crimes he committed.		
4. <u>ACTION TAKEN BY SUPERVISOR:</u> Submitted for recognition for their hard work in this case.  SIGNATURE: <u></u> DATE: <u>August 26, 2022</u>		
5. <u>COMMENTS/RECOMMENDATIONS OF PATROL COMMANDER:</u> <i>Great work Jake! Keep up the good work! Forward to Commissioner and Lt. Jerome Eide</i>  SIGNATURE: <u></u> DATE: <u>8-30-22</u>		
6. <u>COMMENTS OF DEPUTY CHIEF OF POLICE:</u> <i>Great job Jake! Thank you for all you do!</i>  SIGNATURE: <u></u> DATE: <u>9-1-22</u>		
7. <u>COMMENTS OF CHIEF OF POLICE:</u> <i>Great job Jake!</i>  SIGNATURE: <u></u> DATE: <u>9-21-22</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></u> DATE: <u>9-22-22</u>		



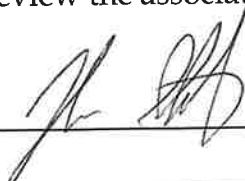
RECORD #	ROCHESTER POLICE DEPARTMENT	PERSONNEL RECORDS ENTRY FORM
1. <u>EMPLOYEE NAME:</u> Gantert, John		DATE: 30 August 2022 TIME: 1130 hours
2. <u>TYPE OF ENTRY</u> <input type="checkbox"/> RECOMMENDATION <input type="checkbox"/> COUNSELING <input type="checkbox"/> TRAINING INTERVIEW <input type="checkbox"/> DISCIPLINARY <input type="checkbox"/> EVALUATION/FOLLOW UP <input checked="" type="checkbox"/> OTHER		
3. <u>NARRATIVE:</u> This is a records entry to acknowledge a job well done by Officer Gantert. The department received a correspondence of appreciation for his assistance with a case that had a successful prosecution and the suspect receiving 5-10 years in prison. Officer Gantert was thanked by Strafford County Attorney Tom Velardi for his part in the case. Please see the attached email for details.		
4. <u>ACTION TAKEN BY SUPERVISOR:</u> Records entry completed, a copy of the email is attached.  Good job John, keep up the good work.  SIGNATURE: <u></u> DATE: 30 August 2022		
5. <u>COMMENTS/RECOMMENDATIONS OF PATROL COMMANDER:</u> <i>Great job, John. This was an important case and your work led to a solid conviction. Recommend placement in evaluation file</i>  SIGNATURE: <u></u> DATE: 8.30.2022		
6. <u>COMMENTS OF DEPUTY CHIEF OF POLICE:</u> <i>Great work John! Thank you for all you do!</i>  SIGNATURE: <u></u> DATE: 8-31-22		

7. COMMENTS OF CHIEF OF POLICE: Great work John! Thank you  
for everything

SIGNATURE:  DATE: 9-21-21

8. ACKNOWLEDGMENT OF EMPLOYEE:

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

EMPLOYEE SIGNATURE:  DATE:

## Anthony Bossi

---

**From:** Andrew Swanberry  
**Sent:** Monday, August 29, 2022 4:15 PM  
**To:** Anthony Bossi  
**Subject:** FW: Great job! (21-1988-OF) Paul Patsalis

**Subject:** Great job! (21-1988-OF) Paul Patsalis

All,

I wanted to pass along that CA Velardi reached out to advise that the above case they just completed at court and the suspect, Paul Patsalis received 5-10 years. He wanted to pass along the assistance in the case and hard work that was put into it. Obviously with the combined efforts by all no matter how little or much this is a great outcome that we rarely hear about.

Nice work by all of those involved.

Jeremy

Lieutenant Jeremy F. Aucoin  
23 Wakefield Street  
Rochester, NH 03867  
Phone: 603-330-7127  
Direct: 603-330-7147  
Fax: 603-330-7159  
[jeremy.aucoin@rochesternh.net](mailto:jeremy.aucoin@rochesternh.net)  
<http://www.rochesterpd.org/>  
<https://www.facebook.com/rochesternhpd>

**\*\*\* Please note that my email address has changed to [jeremy.aucoin@rochesternh.gov](mailto:jeremy.aucoin@rochesternh.gov) (it used to end with .net). Please update your address book. Mail to rochesternh.net will continue to work for a while but will eventually be disabled.**

## Jeremy Aucoin

---

**From:** Jacob Garstin  
**Sent:** Wednesday, August 24, 2022 3:40 PM  
**To:** Adam Govoni; Jeremy Aucoin  
**Subject:** Fwd: Patsalis

Lt.,

Adam was the lead on this.

Best,  
Jake

Get [Outlook for iOS](#)

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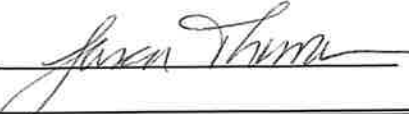
**Subject:** Patsalis

Caution: External email.


Wanted you to know that he was sentenced to 5-10 years today. You guys did a great job on this case, thank you for your assistance and hard work.

-----  
This email has been scanned for spam and viruses by Proofpoint Essentials. Visit the following link to report this email as spam:

[https://us3.proofpointessentials.com/index01.php?mod\\_id=&mod\\_option=gitem&mail\\_id=61368943-Wsm7eaNPutmF&r\\_address=cob.garstin%40rochesternh.net&report=](https://us3.proofpointessentials.com/index01.php?mod_id=&mod_option=gitem&mail_id=61368943-Wsm7eaNPutmF&r_address=cob.garstin%40rochesternh.net&report=)

RECORD #	ROCHESTER POLICE DEPARTMENT	PERSONNEL RECORDS ENTRY FORM
1. <u>EMPLOYEE NAME</u> : Moon, Isaac		DATE: 15 September 2022 TIME: 1430 hours
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> : This is a records entry to acknowledge a job well done by Officer Moon. The department received a voicemail commending Officer Moon on how he spoke and related with a juvenile while investigating a case. ██████████ was impressed with how Officer Moon interacted with his daughter and how comfortable Officer Moon made her feel.		
4. <u>ACTION TAKEN BY SUPERVISOR</u> : Records entry completed, a copy of memo is attached.  Good job Isaac, keep up the good work.  SIGNATURE: <u></u> DATE: 15 September 2022		
5. <u>COMMENTS/RECOMMENDATIONS OF PATROL COMMANDER</u> :  <i>Thank you for your professionalism!            Recommend placement in evaluation file.</i>  SIGNATURE: <u></u> DATE: 9.16.2022		
6. <u>COMMENTS OF DEPUTY CHIEF OF POLICE</u> :  <i>Isaac - Thank you for your professionalism!! Empathy is an important trait to have!! Great job!</i>  SIGNATURE: <u></u> DATE: 9.16.22		

7. COMMENTS OF CHIEF OF POLICE: Great work Isaac! Thank you  
for your compassion

SIGNATURE:  DATE: 9-19-22

8. ACKNOWLEDGMENT OF EMPLOYEE:

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

EMPLOYEE SIGNATURE:  DATE: 9/24/22



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



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**INTEROFFICE MEMORANDUM**

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**TO:** Captain Andrew Swanberry  
**FROM:** Lieutenant Anthony Bossi  
**DATE:** 15 September 2022  
**SUBJECT:** Officer Isaac Moon  
**CC:**

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Sir,

On 15 September 2022, I was forwarded a voicemail that was received by the department by [REDACTED] reference to Officer Moon. In the voicemail [REDACTED] explained that his daughter had been involved in an investigation as a victim and that Officer Moon was who responded and handled the case. [REDACTED] wanted to let it be known and commend Officer Moon for how he interacted and spoke with his daughter. It was explained that Officer Moon made his daughter feel very comfortable. [REDACTED] explained that Officer Moon has some really good attributes in his ability to speak with younger kids as his daughter does not normally open up to people. It was advised in the voicemail by [REDACTED] that he just wanted to let it be known what a good job Officer Moon did and that he appreciated it.

This is an example of excellent police work and bringing in the human factor, especially with relating to juveniles. I will be completing a records entry for Officer Moon and adding this memo for his file.

Respectfully,

Lt. Anthony Bossi