

ROCHESTER, NH
POLICE COMMISSION - AGENDA
February 7, 2024 7:00 P.M.
CITY HALL – COUNCIL CHAMBERS

1. CALL TO ORDER

- A. Pledge
- B. Opening Prayer
- C. Remote Participation Statement – Comm. Bogan
- D. Roll Call by the Clerk

2. PUBLIC COMMENT

3. ACCEPTANCE OF MINUTES:

- A. January 3, 2024

4. OLD AND UNFINISHED BUSINESS:

- A. Any Old Business for Discussion

5. NEW BUSINESS:

- A. Employees of the Year Awards
 - 1. Support – Account Clerk Rhonda Morganti
 - 2. Police Officer – Officer Jacob Garstin
 - 3. Chief Blair Memorial Award – Officer Khristine Bibeau
- B. Accept Resignations
 - 1. Officer Zachary Wilson
- C. Policy Update: 81.1.1.2 NCIC ENTRY AND REMOVAL: First Reading
- D. Monthly Reports
 - 1). Operations
 - 2.) Administration
- E. Other

6. CORRESPONDENCE

- A. Officer Knox is recognized for team work from Frisbie Hospital for de-escalation skills with a patient.
- B. Officer DeCost is and Officer Bibeau are recognized for their work with a domestic violence victim.
- C. Officer Kimbrough is thanked for assisting the Regional Tactical Team on oral boards for new members.
- D. Officer Kimbrough is thanked for his positive attitude in and demeanor in assisting his supervisor in his new role.

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**

David R. Stevens, Commissioner
Donna M. Bogan, Commissioner
John H. Larochelle, Commissioner

MINUTES OF THE POLICE COMMISSION MEETING

The Rochester Police Commission held their regular monthly meeting on Wednesday, January 2, 2024 at 7:00 P.M. in City Hall, Council Chambers. Participants in this meeting: Comm. Stevens, Comm. Bogan, Comm. Larochelle, Chief Boudreau, Dep. Chief Swanberry, Capt. Aucoin, Chaplain Cilley, Secretary Warburton, invited guests, 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 us in prayer

C. Roll Call. The clerk called the roll marking Comm. Stevens, Comm. Bogan, Comm. Larochelle present.

D. Election of Chairman

Comm. Bogan nominated Comm. Stevens as Chair for the upcoming term. Second by Comm. Larochelle.

Nominations ceased and one ballot was cast for Comm. Stevens as Chair.

The motion to install Comm. Stevens as Chair, PASSED unanimously.

E. Election of Vice Chairman

Comm. Larochelle nominated Comm. Bogan as Vice-Chair for the upcoming term. Second by Comm. Stevens.

Nominations ceased and one ballot was cast for Comm. Bogan as Vice Chair.

The motion to install Comm. Bogan as Vice-Chair, PASSED unanimously.

2. PUBLIC COMMENT: No public comment.

3. ACCEPTANCE OF MINUTES:

A. November 1, 2023. (The Commission did not hold a regular meeting in December.)

Comm. Stevens MOVED to accept the minutes of the November 1, 2023 meeting. Comm. Bogan SECONDED the motion. The motion to accept the minutes as presented PASSED 3-0.

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

5. NEW BUSINESS:

A. Congressional Award – Sgt. Nicholas Alexander. Sgt. Alexander was presented with a Congressional Award stemming from a call, when one of our own Communications Specialists called to report his house was on fire. Sergeant Alexander's actions that day have since resulted in him being unanimously selected to receive the New Hampshire Congressional Law Enforcement Award for Above and Beyond the Call of Duty. Sergeant Alexander, first on scene grabbed the cruiser fire extinguisher, entering the home with flames at the roof present and smoke was pouring from the windows. Sergeant Alexander located Mr. and Mrs. Neal on the second floor and helped them out of the residence by using the extinguisher to fight back embers falling from the ceiling.

On hand to present the award was Chief (ret.) Vincent Baiocchetti of the Congressional Delegation, RPD Officer Michael Brinkman (another member of the Congressional Delegation), Sergeant Alexander, and both Specialist Neal and his wife.

B. Oath of Office – Elaina Woodill. The oath of office as a police officer was administered to Officer Woodill by Secretary Becky Warburton

A fifteen minute recess was called. Back in session at 7:29

C. Accept Resignations

1. Officer Robert Burrell
2. Sergeant Jacob Benjamin
3. Officer Brendan Colson
4. Officer David Lombardi

Comm. Stevens MOVED to accept, with regret, the resignations of Officer Burrell, Sgt. Benjamin, Officer Colson and Officer Lombardi. Comm. Bogan SECONDED the motion. The motion PASSED unanimously.

D. Monthly Reports

- 1). Operations. The Honor Guard participated in the annual holiday parade.

K9: Officer Hatch and K9 Ripley were the lead vehicle for the holiday parade, and they also had two tracks this period for suspects fleeing scenes.

COMMUNITY ENGAGEMENT/POP: The Community Engagement Officer and the Problem Oriented Policing unit attended different events during the month and also assisted each other with various tasks.

COMMUNICATIONS: Communications Center has four open positions. There are two backgrounds underway, which if filled, will leave two positions still open.

DIVERSION: The first Teen Night of the year had approximately 130 in attendance.

HOUSING: We assisted housing with delivering food baskets to the various housing properties.

2.) Administration: Dep. Chief Swanberry stated that we are 50% through the fiscal year and budget expenses are right where we expect them.

We had two purchases over \$5,000 this period; both were paid from Justice Assistance Grant (JAG) funds. We upgraded our polygraph equipment and we also purchased individual first aid kits for all officers.

We entered into an agreement with Motorola to upgrade the in-car camera video systems. These integrate with our body cameras. The current cameras technology is outdated.

Comm. Stevens inquired the length of time it will be to complete the upgrade.

It shouldn't be that long once we get the equipment. Our installer will do the changeover as the wiring is all similar.

TRAINING AND HIRING: Since the crafting of this report, Officer Bernstein and Officer Ball were released to solo patrol. Officer McCann and Officer Adams completed their post-academy training and have entered into field training.

Officer Woodill will be heading off to the academy on January 8, 2024.

We are still struggling with hiring. We tried to use a different vendor and got nothing. There were 11 applicants interested, yet none of them showed up for the interviews.

There were various officers attending training this period including a crime scene photography class and we also hosted an armorers class, and by hosting we got a free seat for one officer.

Comm. Stevens commented that all of the training is excellent. The more training we have the better we are as a Department, which is a positive aspect.

Chief Boudreau commented that the LEACT commission (Commission on Law Enforcement Accountability, Community and Transparency) had new mandates for more training per year that is required through the Academy. Last year we increased the training overtime and allocated more in the training line. The Police Academy has a robust schedule of classes that are free, but there are other advanced courses held at area agencies that do have fees. There are other methods of training available such as Police One academy a virtual platform that we subscribe to. Officers can sign in and take courses which counts toward these requirements. We really try to send officers to training if we can.

E. Other.

1. Update Crime Analyst: Chief Boudreau stated that our Crime Analyst had relocated over the summer and Lexis Nexis, whom we contract with for this position was having a hard time finding a candidate willing to relocate for the offered salary. Two weeks ago we hired an analyst that is already local. She doesn't have any previous formal training, but is getting some training through Lexis Nexis. Once she gets her bearings, we will bring the comp stat report current.

2. CAD and RMS: In December we went live with our new records management system; changing over from IMC which we have used since 1996. The State Police and Dover PD use the new program, CSI as well. This is different than our old system so we will be perfecting our processes over the year. CSI has a different module for compstat tracking, stats reports, pie charts and graphs. We just closed out calendar year 2023, so I want to get the year-end reports we typically do formatted to the new report format we designed last year.

The conversion to CSI went well and their NH representative was impressed with our staff, having great things to say about patrol, supervision and the questions that were asked.

3. Body Cameras. Comm. Stevens inquired if there have been any issues with the body cameras.

Chief Boudreau said there is a learning curve. Overall I think they are great. Talking with the legal department and prosecutor it has been helpful, as there is the event on camera. This is a tool that is well received by the officers. We are being recorded by the public anyway.

6. CORRESPONDENCE:

The following correspondence was received this period: Officer Dale is recognized for teamwork when he handled shift calls so that others could focus on a higher priority call. Officer Root was commended for his handling of a welfare check. Officer Birmingham is thanked for his assistance with a disabled motorist.

7. INFORMATION: None

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

Commissioner Stevens MOVED to enter a nonpublic session at 7:44 P.M. pursuant to RSA 91-A: 3, paragraph II, section A (personnel). Comm. Bogan SECONDED the motion. The motion PASSED by roll call vote Comm. Larochelle, – yes, Comm. Bogan – yes, Comm. Stevens – yes,

The non-public session closed at 9:10 P.M. on a MOTION by Comm. Stevens. Comm. Bogan SECONDED the motion. The motion PASSED by roll call vote Comm. Larochelle, – yes, Comm. Bogan – yes, Comm. Stevens – yes,

9. MISCELLANEOUS:

Comm. Stevens MOVED to accept the evaluations and grant merit increases for Officer Baril, Officer Hill, Sgt. Krochmal, Officer McQuade, Officer Mills, Sgt. Robinson, Officer Settele and Officer Wilson. Comm. Bogan SECONDED the motion. The motion PASSED by unanimously.

10. ADJOURNMENT:

Comm. Stevens MOVED to adjourn. SECOND by Comm. Bogan at 9:12 P.M.

Respectfully Submitted

Rebecca J. Warburton
Secretary

APPROVED BY COMMISSION:

**SUPPORT PERSON
OF THE YEAR
2023**

I would like to nominate **Rhonda Morganti for support person of the year.**

For Rhonda, it's obvious how much work she does and how much she helps everyone. I don't think the average officer understands how much Rhonda does for the agency. She's been a great resource for everyone who's moved into new roles this year, myself included. I feel like she may get overlooked when considering nominees, but she absolutely deserves to get recognized for her hard work.

Liz

OFFICER OF THE YEAR 2023

I would like to **nominate Jacob Garstin for officer of the year.**

Jake really showed the depth of his knowledge and skills this year and was the lead on the homicide case. He kept and has been keeping the investigation organized and moving, even in the absence of his supervisor. Jake has become a resource for his peers with regard to search warrants and cell records and cell tower mapping. He takes it upon himself to let his peers know when there is free virtual trainings and takes the time to explain some of the material to detectives who can't attend and for those who have less experience. Jake has directly contributed to the overall success of the detective division.

Liz

**CHIEF BLAIR
MEMORIAL AWARD
2023**



ROCHESTER POLICE DEPARTMENT

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"Dedication, Pride, Integrity"

POLICE COMMISSION

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



GARY M. BOUDREAU
Chief of Police

November 9, 2023

To whom it may concern,

I would like to take this opportunity to recommend Officer Kristine Bibeau for the Chief Theodore W. Blair Memorial Award. Each of us is familiar with this officer due to her membership on the team as a dispatcher prior to her transition to a sworn officer. Throughout her time with the agency, she has always exemplified the characteristics of Chief Blair. She has a can do attitude with respect to any task asked of her. She often desires to serve the agency and it's needs to a fault. I have more frequently had to ask her to go home and rest than to do more to accomplish our mission. She is highly compassionate with the public, she identifies with the victim's and works tirelessly to serve their needs both to close out investigations with charges on their behalf as well as to ensure that services are in place to meet their needs. Although she takes her job very seriously and is passionate about her approach, maintaining high expectations for her own performance as well as those around her, she also does not take herself too seriously displaying a positive outlook and sense of humor that that belies a caring and genuine disposition that is reminiscent of Chief Theodore Blair.

In specific support of this recommendation, I would point to her recent reassignment period to the Support Division. She displayed her dedication and commitment serving up to and returning as soon after as possible to her scheduled absence. During the reassignment, she continued to functionally lead her peers and others when performing the duties of a dispatcher, often catching and correcting mistakes before they were propagated further. She brought some of these errors relating to warrants and criminal histories directly to my attention a here I was able to observe her mentoring abilities since she had already handled notifications and corrections requiring little to no action on my part other than to confirm that actions were correct. With respect to her own mistakes, I have observed her bringing them to my attention on multiple occasions with a explanation for how they occurred and corrective actions already in place if possible. She displays a high degree of honesty and integrity with respect to her performance of her duties. I have consistently observed her working with her peers ever since attending the academy, encouraging and directing in the same functional leadership role and previously mentioned. This shows a nature aptitude for mentoring as the delivery has always appeared to me to be nonjudgmental and designed to improve the recipient through positive interaction.

As to the remainder of the qualities of character associated with this award, I believe each of us would have examples to support Officer Bibeau's natural predisposition for a compassionate, enthusiastic and good-natured et al, approach to the public as well as her peers. Her efforts are always in keeping with providing the highest level of

public service possible and are an example for those around her to emulate. I find her professional performance and personal endeavors deserving of this recognition for the value they bring to the department and the community, they are exemplary work, displaying the department core values of Dedication, Pride and Integrity.

V/R,

A handwritten signature in blue ink, appearing to read "Michael Miehle".

Lt. Michael Miehle

Rochester Police Department

(603) 330-7176

michael.miehle@rochesternh.gov



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Chief of Police

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Date: October 31, 2023
From: Keri Devine, Communications Supervisor
To: Becky Warburton, Chief's Secretary

Re: Blair Award

Becky:

I'd like to nominate Officer Khristine Bibeau for the Ted Blair Award this year. The criteria for this award includes characteristics such as compassion and empathy; enthusiasm for the job; patient; commitment to the department and the community; and someone who inspires through mentoring with the public.

Officer Bibeau's enthusiasm for the job shows every day. The pride she exhibited when she transitioned from dispatch to patrol was nothing short of extraordinary. She has the mental toughness to set her mind to something and achieve it. Her attention to detail to assure that she is doing the best job she can provides an exemplary service to the public. The she continues to expand on her knowledge for the job by continuously putting in for trainings to better herself as a patrolperson.

Officer Bibeau was recently assigned to dispatch for her light duty during her pregnancy she engaged with the public in a friendly and compassionate demeanor and tone. She builds a good rapport with not only the public but her colleagues she works with. She shows compassion and empathy for what people may be going through or experiencing giving them the time to explain themselves and their situations. She engages with them from her own life experiences and shows the public that she truly cares.

Prior to being an Officer, Officer Bibeau worked as a dispatcher in our Center and stepped up with a vested interest in the Department's Autism Awareness Program. She gets out to the public to educate parents and members of the community that the Department cares and is concerned about the needs and safety of their children and the need for the Department to understand that children may have sensory factors when dealing with the public. Officer Bibeau participated in National Night Out and was willing to speak to the public about the Mobile Command Unit and sign children up for Autism Awareness or any elopement concerns they may have – all with a smile. Her friendly demeanor and compassion for others, like Ted Blair make her an approachable officer that the public feels comfortable with. Officer Bibeau is running for Ward 3 School Board on behalf of Rochester because she cares about the community and wanted to provide a voice on behalf of the students in our school district.

In addition Officer Bibeau is always willing to help her colleagues be more successful and organized. Sgt Cost has entrusted her with helping the new officers organize their cruiser bags with the necessary documentation in order to assist them in Field Training. Whenever there is a task to be done, Officer Bibeau is the first to step up. Her colleagues joke that "no" or "I can't" is not in her vocabulary. She simply finds a way to get things done whether being a patrolperson, a wife, a mother of 4 or a friend.

Officer Khristine Bibeau exemplifies the Ted Blair spirit and traits and these examples make her stand out amongst her peers.



GARY M. BOUDREAU
Chief of Police

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Received 1/22/24
J.M.
GD - 1-23-24
POLICE COMMISSION

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Chairman
DONNA M. BOGAN
Vice-Chairman
JOHN H. LAROCHELLE
Commissioner



Deputy Chief Swanberry,

Please accept this letter as my resignation from the Rochester Police Department. I have been offered a position at Ogunquit, Maine Police Department, which I have accepted. As of today, January 22, I am formally giving my two weeks' notice to the Rochester Police Department.

I am very grateful for the opportunities that this Department has offered to me as a new officer. I am also grateful for the relationships within the department and the knowledge that was passed on to me during this period.

Sincerely,

Officer Zachary Wilson

last day
2/5/24

Policy Standard 81.1.1.2 NCIC ENTRY AND REMOVAL

Synopsis of Changes: 03/06/2024

Multiple amendments to this policy from our 2023 NCIC Audit. Yellow highlights are updates related to guidelines by the FBI and CJIS Security.



ROCHESTER POLICE DEPARTMENT

STANDARD OPERATING PROCEDURES

POLICY NO:

81.1.1.2

SUBJECT: NCIC Entry and Removal

EFFECTIVE DATE: 03/06/2024

RESCINDS: All previous policies, procedures and general orders

ISSUING AUTHORITY: Gary M. Boudreau

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

PURPOSE: The purpose of this Standard Operating Procedure is to establish uniform procedures for the use of the NCIC system within the Rochester Police Department.

DISCUSSION: Members are encouraged to make full use of the NCIC and SPOTS network as an investigative tool in solving crimes within and outside the City of Rochester.

Victims should be encouraged by all members to supply serial numbers or other unique identification numbers for their property losses. Documentation of information sources is necessary. Copies of supporting information often assist in verifying authenticity, or assists in correcting an entry later found to be inaccurate. The original or copy should be included with the Officer's report. Some examples might include: birth certificate, criminal records, driver's license check, registrations, title certificates, insurance records, bill-of-sale, social security card, sales receipt, medical records, prescriptions, or pictures.

Unique personal descriptors or existing medical conditions for missing and wanted persons should be sought out by the investigating officer. Medical or psychological conditions must be supported with documented facts lending to their credibility. After thirty days, the investigating officer will secure a copy of Dental Records to be attached to the investigative report.

1. ENTRY/REMOVAL REQUESTS TO NCIC: Any members discovering information that may lead to an NCIC entry or cancellation shall review same with their immediate supervisor. The Sergeant or Supervisor shall review and validate such request(s) before initialing.

A. All requests for entry/cancellation to NCIC via the SPOTS computer shall be made by a **CERTIFIED SPOTS OPERATOR**, under the guidelines and procedures mandated by SPOTS.

1) Communications Specialists in training are authorized to use the SPOTS system prior to their certification as long as a certified SPOTS operator is readily available to assist. Communications specialists may use the SPOTS to make entries or removals only under these circumstances.

B. Upon approval of the Supervisor, the information shall be forwarded to a certified SPOTS operator or communications specialist as outlined in section 1,A,1 above, using the forms provided by the Department. All supporting data shall be included, such as the Officers reports, complaints and warrants, or additional information as noted in the example above. (See copy of entry form attached to SOP).

C. The SPOTS operator shall review the report and determine whether the requested entry meets established NCIC criteria. Incomplete or inaccurate details shall be returned to the Supervisor for further investigation. Once the SPOTS operator is satisfied as to the report's authenticity and completeness, he/she shall proceed to enter the appropriate information in the manner prescribed through NCIC/SPOTS networks.

D. The Supervisor will ensure that verification of information is accurate upon completion of entry and that the information matches the officer's report.

1. The SPOTS operator should also conduct a verification test of items to be entered or cancelled from NCIC. If any problems develop with an NCIC entry/cancellation, contact State Police Communications (1-271-3636) or NCIC Quality Control, 8:00 AM to 4:15 PM (1-271-2506). Such problems shall also be brought to the immediate attention of the Shift Supervisor.

a. Upon the positive response of a wanted/missing person, stolen article, etc., the ORI will be notified and locales will be sent to State Police (ROP1) via AM message indicating the recovery of any stolen article or wanted/missing person, etc., located in the jurisdiction of Rochester.

b. In the event of an NCIC confirmation with Rochester Police Department being the ORI, the following procedure will apply for the ten minute requirement:

1. During normal business hours of 8:00 AM - 4:00 PM, Monday through Friday, if a confirmation is needed the TAC/SPOTS Operator will be notified for confirmation of the positive response.

2. After normal business hours of 4:00 PM to 8:00 AM, the on-duty Station Commander or Sergeant will have access made to the original reports.

c. Copies of all related messages, original broadcasts, NIC numbers, verification tests, etc., shall be printed and placed into the SPOTS basket located in dispatch for all SPOTS related paperwork.

E. The SPOTS operator shall notate on the established Department form that the requested entry/cancellation was made by them, including the date, NIC number, and authorizing Supervisor's name. An entry on the Department's daily log shall also be noted, for administration purposes.

F. In a two-plate State, where only one plate is reported stolen, an entry is permitted provided the entering agency is assured the remaining plate will not be on a vehicle.

2. NCIC INQUIRY: Any member may make an inquiry of NCIC, NLETS (Triple I, State Criminal Records) or SPOTS at any time through a certified operator or communications specialist as outlined in section 1,A,1 for any legal law enforcement purpose. Such requests must be in writing on the Department supplied form for case investigations and not necessarily for routine patrol activities. Responses from the SPOTS operator will be supplied on a time-allows basis, unless the requesting member makes it clear that the request is of urgent nature.

A. When completing the request, the SPOTS Operator shall ensure the requesting members call number is entered in the appropriate field. At no time should an arbitrary number be selected. This will ensure that any audit of the records will have a tracking record that will support the inquiry to the system.

3. CRIMINAL ARRESTS/INVESTIGATIONS: Upon arrival at Headquarters with an arrest for a criminal offense or violation, the Patrol Officer shall request of the Communications Specialist/SPOTS operator to conduct a background on the individual in question. The arresting officer shall ensure, prior to the release of the individual that these checks have been completed and no wants or warrants exist for the individual. These checks can include the following:

- Rochester Warrant and Criminal History Files
- Driver's License and Motor Vehicle Record Checks
- NCIC Wanted File
- Triple I
- NH Misdemeanor Wanted File
- State AP Warrant Inquiry, Local warrant check with indicated Agency

A. All positive responses shall be printed and brought to the arresting officer's attention, in addition to notating same on the criminal history log as required, and then the paperwork will be directed to the SPOTS basket located in Dispatch.

4. TRIPLE I.

A. Whenever any operator receives the response of a Triple I, criminal record, the response will be stamped "confidential" by the operator in the top right-hand corner of the response and will not be released to anyone other than Police personnel.

B. All Triple I criminal history logs will be filled out appropriately by the operator and will be maintained next to the specific terminal for a period of at least 12 months.

C. Triple I criminal record checks will not be conducted for outside, non-law enforcement purposes.

D. Inquiries and record requests transmitted to the Triple I must include the purpose for which the information is to be used:

1. Criminal Justice Purpose (Purpose Code "C")
2. Criminal Justice Employment (Purpose Code "J")
3. Criminal Justice Firearms Permits (Purpose Code "F")

5. NCIC SECOND PARTY CHECK

Once the NCIC entry sent has been completed, it is essential that this record is verified, and any needed modifications are made and documented. This SECOND PARTY CHECK process has five (5) steps. They are as follows:

Any record for which there is no supporting documentation CANNOT be entered until documentation is obtained.

A. When the NIC# comes back for the entry, print out the screen for the **NCIC Case File**

B. The NIC# should then be checked, to confirm the entry is returned when the query is run in NCIC. Use the appropriate **ADMINISTRATIVE QUERY** screen (**ZA, ZW, ZM, ZV, ZG, etc.**) for the entry being checked. Enter your initials in the **UNIT** field and process the query utilizing the **NIC#** only. Print the results of the **NIC#** query for the **NCIC Case File**.

C. The NCIC entry must now be verified for accuracy. Check each field against the original paperwork and supporting documentation to include III QH response, DMV records, RMS records, and NLETS IQ responses for wanted person entries. If the NCIC entry is correct, complete the bottom of this form, attach the NCIC printouts and supporting documents and place in the **NCIC Case File**.

D. Any record found to have inaccuracies with any data must be corrected immediately. An appropriate **MODIFY ENTRY (MA, MW, MM, MV, MG, etc.)** transaction must be done to correct the inaccuracies. Once done a copy is placed in the **NCIC Case File** along with a copy of the modified NCIC test query printout that has been verified for accuracy of the changes made. If additional inaccuracies are found repeat steps 4 and 5 until **ALL** information is accurate and complete.

E. If additional information is added to the entry, it may be necessary to utilize a **SUPPLEMENTAL ENTRY** screen (**EN, EMN, ENVP, etc.**) to add the information. Not all entry types have a supplemental option, so the **MISCELLANEOUS (MIS)** Field may have to be added to. Once this is done use the appropriate **ADMINISTRATIVE QUERY** screen (**ZA, ZW, ZM, ZV, ZG, etc.**) for the entry being checked. When the NCIC Supplement is correct, complete the bottom of this form, attach to the NCIC printouts and place in the **NCIC Case File**.

6. HIT CONFIRMATION

A. CRITERIA FOR HIT CONFIRMATION

1. Any agency which receives a record(s) in response to an NCIC 2000 inquiry must confirm the hit on any record(s) which appears to have been entered for the person or property inquired upon prior to taking any of the following actions based upon the hit NCIC record:

- a) arresting the wanted person
- b) detaining the missing person,
- c) seizing the stolen property,
- d) charging the subject with violating a protection order.

2. Additionally, an agency detaining an individual on local charges where the individual appears identical to the subject of the wanted person record must confirm the hit regardless of extradition.

3. Confirming a hit means to contact the agency that entered the record to:

- a) Ensure that the person or property inquired upon is identical to the person or property identified in the record;
- b) Ensure that the warrant, missing person report, protection order, or theft report is still outstanding; and
- c) Obtain a decision regarding:
 - 1) the extradition of a wanted person when applicable,
 - 2) information regarding the return of the missing person to the appropriate authorities,
 - 3) information regarding the return of stolen property to its rightful owner, or
 - 4) information regarding the terms and conditions of a protection order.

4. There are two levels of priority provided when requesting a hit confirmation over NLETS; urgent and routine.

- a) **Urgent** - within the 10 minutes. In those instances where the hit is the only basis for detaining a suspect, or the nature of a case requires urgent confirmation of a hit, the highest level of priority is specified.
- b) **Routine** - Within 1 hour. Generally this will be used when the person or property is being held on local charges or when an urgent confirmation is not required.

In both cases a response is defined as either a) confirming the record or b) providing a time when the record will be confirmed. The decision for establishing priorities is ALWAYS made by the agency requesting confirmation and is a required field for all hit confirmations.

5. After establishing the priority level, the agency should then follow these procedures:

- a) Upon receipt of a hit confirmation request, the ORI of the record must furnish a substantive response within the designated timeframe, i.e., a positive or negative confirmation or notice of the specific amount of time necessary to confirm or reject.
- b) If the agency requesting confirmation does not receive a substantive response within the designated timeframe, the agency should generate a second request with a copy to its CSO/SC and to the CSO/SC of the agency that originated the record. The CSO (or his/her designee) of the originating agency will initiate appropriate action to ensure proper response to a hit confirmation request and to comply with System standards. The CSO action must include canceling the record.
- c) If the agency still fails to receive a response, the agency should then notify the NCIC Quality Control staff by a third message with a copy to the CSAs involved. Failure on the part of any CSA to ensure such compliance will be brought to the attention of the APB.

6. The International Justice and Public Safety Network (NLETS) is the recommended network for Hit confirmation. Even if the initial confirmation is handled via telephone, NLETS must be used for documentation. NLETS has created a request (YQ) and a response (YR) format for Hit confirmation. Responsibilities for the hit confirmation process are shared between the agency that received the hit and the agency that entered the record.

7. NCIC HIT CONFIRMATION REQUEST PROCEDURE

A. When an NCIC "hit" is received, review the information to ensure that it is a match with the person or property inquired upon and not a soundex hit. Notify the officer that you are showing a hit and will be confirming the record with the entering agency.

B. NLETS Hit Confirmation Request: You must determine the priority for the request as follows:

- 1) **Urgent** - within the 10 minutes. In those instances where the hit is the only basis for detaining a suspect, or the nature of a case requires urgent confirmation of a hit, the highest level of priority is specified.
- 2) **Routine** - Within 1 hour. Generally this will be used when the person or property is being held on local charges or when an urgent confirmation is not required.

C. On the OpenFox Messenger System, select the following:

- 1) NLETS>HIT CONFIRMATION>REQUEST or click the YQ cast over button above the NCIC Hit.
- 2) Destination 1 will be the ORI of the entering agency. Destination 2 should be the ORI of the terminal you are at.

D. Once all the information is entered, press submit.

8. NCIC HIT CONFIRMATION RESPONSE PROCEDURE

- A. When a Hit Confirmation Request is received, retrieve the corresponding NCIC File from the NCIC File Cabinet.
- B. Confirm the information on the Hit Confirmation Request matches the NCIC Hit and the NCIC File. If necessary, contact the investigating Trooper or a Supervisor to verify the entry is still active and to confirm extradition for wanted persons.
- C. On the OpenFox Messenger System, select the following:
 - a. NLETS>HIT CONFIRMATION>RESPONSE or click the YR cast over button above the NCIC Hit.
 - b. Destination 1 will be the ORI of the requesting agency. Destination 2 should be the ORI of the terminal you are at.
 - 1) Once all the information is entered, press submit.

- **MAKE SURE YOU DO THE YQ & YR's when applicable AND COPY AND PRINT THESE INTERACTIONS INTO THE CORRESPONDING CFS.**

9. VALIDATION PROCEDURE

- A. All requests shall be checked against the original case reports for accuracy.
- B. Victims will be contacted on a regular basis to verify that the person/item is still active. Contact may be completed via:
 1. Telephone
 2. In-Person Interview
 3. Certified mail to last known address, if complainant/victim location is in doubt or unknown
- C. The results of such contact in Step 5 B (above) shall be documented on the paperwork.

10. NCIC VALIDATIONS

This portion of the policy ensures compliance with NCIC for Validations. Note the following abbreviations CSA – Systems Agency; TAC – Terminal Agency Coordinator.

A. Validation obliges the ORI to confirm that the record is complete, accurate, and active. Validation is accomplished by reviewing the entry and current supporting documents, and by recent consultation with any appropriate complainant, victim, prosecutor, court, nonterminal agency, or other appropriate source or individual. In the event the ORI is unsuccessful in its attempts to contact the victim, complainant, etc., the entering authority must make a determination based on the best information and knowledge available whether or not to retain the entry in the file.

Note: The current supporting documents may be electronic or hard copy if the CSA and the originating agency recognize the document as official. Also, for electronic warrant systems, checking the appropriate source to see if the warrant is still active may be accomplished by using an ERMS.

For ERMS, the CSA and the originating agency should ensure additional checks and balances are in place to verify the validity of the systems, i.e., files must be synchronized with the appropriate sources/systems being used. The comparison must identify records that are non-existent in one or more of the synchronized databases and the agency must conduct a follow-up to resolve discrepancies.

For valid records, the synchronization must also compare the electronic record with the NCIC record to identify additional or inaccurate information. If the agency's ERMS searches other databases or systems, such as the DMV, court databases, or the III, to populate its NCIC records, the monthly validation must also include file synchronization against the other sources checked and follow-up to resolve discrepancies to ensure the accuracy and completeness of the NCIC records.

B. Each month, CSAs receive a file of records to be validated. The CSAs in turn distribute the records to be validated to the ORIs as appropriate. On the first Saturday of the month, the NCIC System selects the records scheduled for validation. The NCIC System does not retrieve for validation those records that have been validated within the last calendar month.

C. New Hampshire uses the **on-line validation process**, which requires that the agency must modify each record being validated to include updated information in the Name of Validator (VLN) Field. If a record has not been validated within a month from the request for validation, the NCIC System will generate a \$.F. Failure to Validate Notification to the ORI on the Monday following the first Sunday of the month. The \$.F. notification serves as a warning for the agency to validate the record or the NCIC System will retire the record during the next purge cycle. If the record is not validated by the first Sunday of the following month, the NCIC System will retire the record and generate a \$.P. Purge Failure to Validate Notification.

11. VALIDATION SCHEDULE

A. On a monthly basis, the NCIC 2000 System extracts active records on file for validation purposes. The validation includes a portion of each file and includes those records 60-90 days old. In addition, it includes any records 14-15 months old, 26-27 months old, 38-39 months old, etc. The validation schedule is as follows:

Validation: Entries Made on:

January.....	October
February.....	November
March.....	December
April.....	January
May.....	February
June.....	March
July.....	April
August.....	May
September.....	June
October.....	July
November.....	August
December.....	September

1. National Sex Offender Registry and Known or Appropriately Suspected Terrorist File records are selected for validation under an alternative procedure. See National Sex Offender Registry and Known or Appropriately Suspected Terrorist File chapters for details.

2. The FBI's CJIS Division policy states that records in the Vehicle, Boat, Gun, Vehicle/Boat Part, License Plate, and Securities Files and qualifying records in the Article File must be validated only once when they are 60-90 days old. However, CSAs can request to validate these records on the schedule listed above.

3. For all other person files, the first 60-90 day validation should be performed according to the validation rules set forth in Section 3.4, paragraph 1. Subsequent validation cycles require contact with the court or other appropriate source to verify the validity of the record.

B. The NCIC System sorts records by CSA. On a monthly basis, the CSAs are advised when a file of records to be validated can be retrieved by way of a \$.B. notification. Upon receiving this notification, the CSA has 30 days to initiate a file transfer before the file will be deleted. Within the file of records to be validated, each record is presented as a \$.C. REQUEST FOR VALIDATION message or in the validation fixed format. The CSA distributes the records to be validated to the ORIs as appropriate. CSAs must certify completed validation to the FBI's CJIS Division prior to the first Sunday of the second month following the date the validation material was made available by the FBI.

The sequence of records included in the file is as follows:

- | | |
|------------------------------------|-----------------------------------|
| 1. Wanted/Gang Member | 7. Supervised Release |
| 2. Missing/Unidentified | 8. National Sex Offender Registry |
| 3. Vehicle/License Plate/Part/Boat | 9. Identity Theft |
| 4. Gun | 10. Article |
| 5. Securities | 11. Violent Person |
| 6. Protection Order | |

If the record, excluding National Sex Offender Registry records, has been validated electronically within the last calendar month, then the record is considered validated and is not included in the file of records to be validated. If a National Sex Offender Registry record was validated electronically within the last 11 months, then the record is not included in the file of records to be validated.

C. Article File records containing a TYP Field code beginning with "Q" and "T" will be validated as described in the Validation schedule above. Other Article File records are not included in the validation process since they have a short retention period. The NICS Denied Transaction File records are also not subject to validation, since these records are a subset of data maintained by the NICS. All other files are subject to validation.

D. Each agency must keep in mind the synchronization of records. The records being validated will be chosen by date of entry, Eastern Standard Time (EST) into NCIC 2000. Agencies located in a different time zone must realize that the validation will include records entered after midnight EST on the first of the month through midnight on the last day of the month. The \$.C. demonstrates the validation format.

12. VALIDATION PROCEDURE

A. Upon receiving notification of the monthly validation report from the NHSP NCIC Unit, the TAC will download the report from the CJIS Launch Pad and search for records belonging to each of the ORI's the agency maintains records for. The TAC will copy each record individually and copy/paste a "validation statement form" to the individual record. This document(s) will then be forwarded to the agency or officer who requested the entry into NCIC for validation purposes. Validation is accomplished by reviewing the entry and current supporting documents, and by recent consultation with any appropriate complainant, victim, prosecutor, court, nonterminal agency, or other appropriate source or individual, to include insurance companies where applicable. The representative of that agency shall complete the NCIC Validation Form for each listed record.

B. Once the forms are returned to the TAC, the TAC will review the file for each record that is still active to verify each entry is complete and accurate. For wanted person entries the TAC will ensure that NCIC III, DMV, and/or NLETS CHRI information has been rechecked and any new identifiers added to the record. Once each record has been reviewed and is determined to be complete, accurate, and up to date, the TAC will electronically VALIDATE the record using the corresponding MODIFY screen in NCIC and place all validation documentation into the case file. For records that have been determined to

no longer be valid the TAC will cancel the record. This will all be done before the specified due date from the NHSP NCIC Unit.

13. DRIVER PRIVACY ACT

- A. The Driver Privacy Act applies strict guidelines regarding the manner in which information received from State databases and forms on individuals may be obtained and distributed. Specifically, information received from motor vehicle “records” (i.e., applications, reports required by law, registrations, histories, certificates, and licenses issued or revoked by the department and the information, including personal information contained in them) are confidential. Motor vehicle information obtained from the SPOTS system is covered under the Driver Privacy Act.

APPROVED: GARY M. BOUDREAU
 CHIEF OF POLICE

VALIDATION FORM

PLEASE CHECK ONE:

- I contacted the original complainant or their designee on (date) _____ and confirmed the above listed item is still missing and the record should remain in NCIC.
- I was unsuccessful in my attempt to contact the original complainant or a designee to confirm the above item is still missing, however after examination of the file and supporting documentation I believe the item to be still missing and the record should remain in NCIC.
- I contacted the original complainant, or their designee and they have informed me that the item listed above has been located and is no longer missing. This NCIC record should be cancelled from the system.
- The original owner advises the owner of the missing property is now INSURANCE COMPANY :

The insurance company confirmed the property is still missing / unaccounted for OR was unable to advise

PROPERTY STATUS: _____

SIGNED: _____ DATE: _____

Or pertaining to records involving PERSONS (NHIW, WANTED, MISSING)

PLEASE CHECK ONE:

- The details of this case are still current / accurate and the record on this person should remain in NCIC.
- Current CHRI has been conducted by TAC for purposes of ensuring the WANTED NCIC ENTRY is accurate and complete.
- This record is no longer valid / accurate and should be removed from NCIC.
- Please make modifications to this record :

Signed: _____ Date: _____

NCIC VALIDATION LETTER

Date: _____

To whom it may concern:

This letter is to verify information which is currently in the National Crime Information Center. You made a report regarding missing/stolen property to this department on _____

A review of this file has prompted this inquiry. Please take a few minutes to answer the following questions:

1. Have you recovered your property? Yes _____ No _____

2. If yes, did you report the return to a law enforcement agency? Yes _____ No _____

Date reported: _____

Agency: _____

3. Has ownership of your property been transferred to your insurance company? Yes _____ No _____

Answer 'yes' if the insurance company has settled the claim concerning your property. INSURANCE Company information:

Name: _____

Address: _____

Phone number: _____

Please notify this agency of any changes to your address/phone.

Name: _____

Address: _____

Phone number: _____

Please return this information immediately to the address indicated above. If we do not hear from you concerning the above, we are mandated to remove your entry from the National Crime Information Center (NCIC).

Your cooperation in this matter is greatly appreciated.

Date signed: _____ Signature of Owner: _____

POLICE USE ONLY:

NIC #: _____ OCA: _____

Date Returned: _____ Date Purged: _____

**Patrol Division
Monthly Report
January 2024**

RPOA (Rental Property Owner's Association):

Lt. Bossi attended the January RPOA meeting. A presentation was provided by the Somersworth Police Department on housing and landlord /tenant matters to include related crime prevention and Liaison information. No problems or issues were brought for Rochester.

Honor Guard:

The Honor Guard has been requested to provide the flag detail for the C.H.aD (Children's Hospital at Dartmouth) Battle of the Badges charity hockey game on March 10 in Manchester. The Honor Guard has been participating in this event since 2016.

K-9:

Ripley and Officer Hatch have continued to train in the last month. They have not had any callouts or community events during this period. This tends to be a slower time of year due to weather being colder.

Respectfully submitted,

Jeremy F. Aucoin
Patrol Captain

**SUPPORT SERVICES DIVISION
MONTHLY REPORT
JANUARY 2024**

INVESTIGATIVE SERVICES BUREAU (ISB):

- 29 TOTAL CASES SENT TO ISB FROM PATROL OR DETECTIVE GENERATED
- 90 TOTAL CASES BEING INVESTIGATED CURRENTLY
- There were 3 ISB callout during this reporting period
- 0 Evidence callouts
- 1 Background investigation (dispatch)

Misc:

- Presented cases to the Grand Jury for indictment, Two SWAT Trainings during the month, ongoing PSTC required trainings.
- Det. DeCost and Garstin read to children at Jack and Jill daycare.
- Det. Danie, Johson and Officer Kimbrough taught Police Explorers

EVIDENCE: Due to the new CSI switch over, we are still learning the system and how to access evidence data.

- Number of pieces taken in:
- Number of pieces returned:
- Number of pieces destroyed:

COMMUNITY ENGAGEMENT OFFICER (CEO) and POP UNIT:

- Officers Kimbrough, Brinkman and Downs have been checking camps to assist people as needed.
- Officer Kimbrough, Brinkman and Officer Downs attended the monthly Senior Breakfast at the Rec Center Senior Center
- Officer Downs has continued to visit McClelland School every Friday to read and interact with the students.
- Officers Brinkman and Downs assisted the Strafford County POP Unit with several ongoing cases
- Officer Brinkman and Officer Downs assisted the FBI Safe Streets team and Rockingham County drug task force with an apprehension in the City.
- Officer Downs and Sergeant Krochmal met with residents of Corson Street in regards to a problem residence that has been an ongoing issue. Officers also assisted Code Enforcement with several code violation at the residence.
- Officer Kimbrough conducted extra patrols in the downtown.
- Officer Kimbrough has been coordinating with the Monarch School regarding the startup of the student work program again.
- Officer Kimbrough worked with a resident on Flower Drive regarding a nearby homeless camp.
- Officer Kimbrough attended Teen Night.
- Officer Kimbrough taught motor vehicle laws to a Driver's Ed class.
- Officer Kimbrough assisted the SCRTOU with conducting oral boards for new negotiators.
- Officer Kimbrough went around to the homeless camps doing outreach with the cities Outreach Coordinator
- Officer Kimbrough attended a Winterfest planning meeting.
- Officer Kimbrough worked on Police vs Fire Hockey game/Skate with a Cop event.

- Officer Kimbrough attended a Crimeline meeting.
- Officer Kimbrough created a QR code regarding hiring at the Rochester Police Department for the positions of police and dispatch. This QR code was posted on the departments Facebook page.
- Officer Kimbrough attended the Winterfest event.

COMMUNICATION CENTER - DISPATCH:

- The Communications Center recently had one resignation to UNH Police Dept. That dispatcher will stay on per diem. We have one new dispatcher in training that just began her Field Training period. One dispatcher just passed the background investigation and will be starting Field Training shortly with another person just beginning the background process. With those newly filled positions and 1 in background, that currently leaves 2 open positions.

JUVENILE PROSECUTION/ SCHOOL RESOURCE OFFICERS/ EXPLORERS

Juvenile Prosecution:

New cases:

PETITIONS TO COURT: 32

PETITIONS TO DHHS: 54

CHINS: 1

CASES TO DIVERSION: 3

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

- 18 hours doing District Court/Prosecution work typically done by an Administrative Assistant
- 1/10 meeting with SAU regarding training on filing CHINS/prosecution
- 1/10 covered District Court for Attorney Blanchard
- 1/19 taught Juvenile Prosecution at Portsmouth PD for a regional training
- 1/30 attended a “Round Table” meeting at SHS with staff and JPPOs (monthly meeting)

SRO highlights:

Elementary Schools:

- We do not have an SRO currently assigned, however we are employing the same “adopt a school” type program that we did last school year.

Middle School: Sgt. Deluca

- Assisted DCYF
- LEADS class completed (60 students)
- Worked at Teen night
- Assisted school with suicide prevention training
- Completed Title 9 sexual harassment training
- Completed mandated PSTC training
- Conducted normal lunch duties, monitor students, traffic control, door checks, monitor hallways for issues

High School: Officer Jackson

- Assisted the School with several various issues involving students, parents and Patrol
- Completed 1 LEAD class (20 students)
- Conducted normal lunch duties, monitor students, traffic control, door checks, monitor hallways for issues, Hanson Pines for issues

Explorer Post: Detective Danie, Johnson and Officer Kimbrough

- Held a meeting this month

DIVERSION PROGRAM/TEEN DRUG COURT

- Staff sits on the NH Juvenile Court Diversion Network's Board of Directors as Program Representative and now sits on the YMCA Advisory Board to help increase youth connections in the community.
- Staff has been requested to sit at a State-wide Task Force to work on funding ways for students to obtain their Driver's Education and License when they are underfunded.
- Staff continues teaching LEADS for the High School Health classes- 9th gr and gearing up to help teach at RMS.
- Staff worked Teen Night January which saw a dip in our attendance from Dec, but anticipates more for February.
- Staff worked with the Rec to host 2nd annual Winterfest. The event featured touch-a-truck, scavenger hunt and skating along with s'mores and cocoa.
- Staff continues to meet with the Rochester Mental Health Alliance and the Opiate Abatement Committee. Staff presented the Committee's recommendations for funding to the Council and will prepare for February's Council vote.
- Staff will be teaching Teen Mental Health First Aid to the High School students to establish an advisory body for student wellness and is scheduled to teach in February to the Middle School Staff.
- Staff has been working with SHS Admin and the Mayor to roll out the Choose Love initiative to the District and thru the City of Rochester. Both events will help in prevention efforts around bullying, anxiety and business wellness. One event took place in January and the other is planned in February.
- Staff continues to work with Waypoint, My Turn and the CEO and City Outreach Facilitator on conducting outreach to youth and young adults in our community and worked with the City's Outreach Coordinator and local providers for the Point in Time Count of all the City's homeless.
- Staff has shared details around implementation of the "Handle with Care" model, which would be our ACERT replacement, and has been mentioned nationally for its effectiveness.

HOUSING:

- Officer Babine completed 7 criminal background checks for new residents.
- Officer Babine assisted with bedbug inspections
- Officer Babine has been assisting with issues surrounding unregistered and uninspected vehicles on the property.
- There was a total of 22 call for service that generated some type of Police response. No major issues were reported.

Respectfully Submitted,

Captain Todd Pinkham
Support Services Division

ADMINISTRATIVE MONTHLY REPORT

January 2024

Financial/Purchasing:

- The annual budget requests were prepared and submitted this week. CIP requests were completed and presented to the CIP Review Committee. O&M requests were entered and reviewed with the City Manager and Finance.

Training/Hiring:

- From 01/04/24 to 01/05/24, Officer Adam Granatowski and Officer Brian Dale attended “Interview and Interrogations” at the New Hampshire Police Standards and training facility.
- On 01/07/24, Officer Noah McCann and Officer Tiana Adams entered Phase 2 of their field training.
- On 01/08/24, Officer Elaina Woodill started the 195th New Hampshire Police Academy in Concord. Unfortunately, Officer Woodill encountered a medical issue and had to be withdrawn from the academy. Officer Woodill is doing alternative work at the station and will begin the academy again once the issue is resolved.
- On 01/08/24, Officer Keven Miller returned to duty after completing his military deployment obligations. From 01/08/24 to 01/20/24, Officer Miller successfully completed refresher training in defensive tactics, handcuffing, baton, oleoresin capsicum, TASER X26 certification, and firearms (including handgun, rifle, and shotgun qualification). He also completed all mandated online training courses from New Hampshire Police Standards and Training. Officer Miller completed a brief field training period and has resumed solo patrol.
- From 01/10/24 to 01/11/24, Officer Brian Dale attended “Advanced Roadside Impaired Driving Enforcement (ARIDE)” at the New Hampshire Police Standards and Training facility.
- On 01/11/24, Police Chief Gary Boudreau and Captain Todd Pinkham participated in a PRIMEX New Hampshire training webinar titled “Family Medical Leave Act (FMLA)”.
- On 01/16/24, Officer Aidan Birmingham, Officer Khristine Bibeau, Officer Benjamin Gleason, Officer Sarah Lazzar, Officer Zachary Bernstein, and Officer Ryan Ball attended a training session titled "Autism Awareness for Law Enforcement and First Responders” hosted by the Newmarket Police Department.
- On 01/19/24, Sgt. Nicole Knox attended the training course “Juvenile Justice” hosted by the Portsmouth Police Department.

- From 01/22/24 to 01/26/24, Officer Shane Downs and Officer Khristine Bibeau attended “Basic Crime Scene Processing” at the New Hampshire Police Standards and Training facility.
- On 01/31/24, new school crossing guard Lorraine Levesque underwent crossing guard training through PRIMEX New Hampshire. She will be starting her crossing guard duties on 02/01/24.
- On 01/31/24, Sgt. Nicholas Alexander, Lt. Anthony Bossi, Police Chief Gary Boudreau, Communications Supervisor Keri Devine, Detective Hattie Johnson, Sgt. Nicole Knox, Sgt. Cory Krochmal, Lt. Michael Miehle, Sgt. William Robinson, Officer Timothy Rummo, Sgt. Thomas Seager, Officer Randy Smith, Lt. Elizabeth Turner, and Lt. Spencer Williams-Hurley participated in training webinar titled “Failure to Supervise Liability in Law Enforcement” presented by the Dolan Consulting Group.

Respectfully Submitted,

Andrew Swanberry
Deputy Chief of Police



January 2024

Expense & Revenue Reports

FINANCIALS FOR JANUARY 2024

FOR 2024 07

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	877,773	54,042	931,815	602,548.86	.00	329,266.14	64.7%
12010053	511002	SALARIES - PART	122,317	0	122,317	74,015.79	.00	48,301.21	60.5%
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	97,322.17	.00	112,677.83	46.3%
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	9,500	0	9,500	5,211.33	.00	4,288.67	54.9%
12010053	516000	LONGEVITY	4,175	0	4,175	4,175.00	.00	.00	100.0%
12010053	521100	HEALTH INSURANC	81,682	0	81,682	63,111.80	.00	18,570.20	77.3%
12010053	521200	DENTAL INSURANC	1,807	0	1,807	1,097.42	.00	709.58	60.7%
12010053	521300	LIFE INSURANCE	1,905	0	1,905	1,146.17	.00	758.83	60.2%
12010053	522000	SOCIAL SECURITY	17,429	0	17,429	11,126.90	.00	6,302.10	63.8%
12010053	523000	RETIREMENT CONT	341,876	80,832	422,708	195,959.85	.00	226,748.15	46.4%
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	64,181	0	64,181	100,912.65	.00	-36,731.65	157.2%
12010053	528001	DISABILITY INSU	5,712	0	5,712	4,064.94	.00	1,647.06	71.2%
12010053	531002	STIPEND	0	0	0	.00	.00	.00	.0%
12010053	532001	STAFF DEVELOPME	24,495	0	24,495	9,349.13	99.00	15,046.87	38.6%
12010053	532200	CONTRACTED SERV	79,597	0	79,597	77,637.48	218.70	1,740.82	97.8%
12010053	533003	PHOTO DEVELOPME	300	0	300	.00	.00	300.00	.0%
12010053	533004	MEDICAL SERVICE	9,425	0	9,425	2,900.00	6,525.00	.00	100.0%
12010053	533005	ANIMAL DISPOSAL	1,000	0	1,000	660.00	90.00	250.00	75.0%
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	800.00	2,100.00	1,100.00	72.5%
12010053	534001	STATE FEE COMPU	0	0	0	.00	.00	.00	.0%
12010053	541100	WATER/SEWAGE	4,160	0	4,160	1,180.98	2,319.06	659.96	84.1%
12010053	543001	VEHICLES MAINT	35,000	0	35,000	17,333.64	5,674.07	11,992.29	65.7%
12010053	543002	EQUIPMENT MAINT	70,220	0	70,220	50,079.15	6,186.79	13,954.06	80.1%
12010053	543500	INSURANCE CLAIM	5,000	0	5,000	3,000.00	.00	2,000.00	60.0%
12010053	544200	RENTAL OF EQUIP	400	0	400	.00	400.00	.00	100.0%
12010053	544500	LEASE COPIER/PR	13,436	0	13,436	2,895.43	.00	10,540.57	21.5%
12010053	544900	RENTAL OF OTHER	0	0	0	.00	.00	.00	.0%
12010053	552001	FLEET INSURANCE	11,730	0	11,730	13,181.33	.00	-1,451.33	112.4%
12010053	552002	PROPERTY INSURA	5,091	0	5,091	5,720.90	.00	-629.90	112.4%
12010053	552003	GENERAL LIABIL	32,016	0	32,016	35,977.27	.00	-3,961.27	112.4%

FINANCIALS FOR JANUARY 2024

FOR 2024 07

ACCOUNTS 1000	FOR: GENERAL FUND		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
12010053	552004	OFFICERS LIABIL	50,246	0	50,246	56,462.83	.00	-6,216.83	112.4%
12010053	553000	COMMUNICATIONS	41,443	0	41,443	17,366.74	19,739.60	4,336.66	89.5%
12010053	553400	POSTAGE FEES	8,475	0	8,475	3,193.38	.00	5,281.62	37.7%
12010053	554000	ADVERTISING	0	0	0	.00	.00	.00	.0%
12010053	555000	PRINTING AND BI	4,000	0	4,000	421.40	1,064.71	2,513.89	37.2%
12010053	556000	TUITION	0	0	0	.00	.00	.00	.0%
12010053	558000	TRAVEL	6,100	0	6,100	668.13	.00	5,431.87	11.0%
12010053	561003	OFFICE SUPPLIES	5,473	0	5,473	3,168.90	47.25	2,256.85	58.8%
12010053	561005	PUBLICATIONS	2,259	0	2,259	159.50	.00	2,099.50	7.1%
12010053	561006	AMMUNITION	27,276	0	27,276	22,100.00	5,160.00	16.00	99.9%
12010053	561008	VEHICLE SUPPLIE	13,970	0	13,970	280.31	354.66	13,335.03	4.5%
12010053	561009	TRAINING MATERI	350	0	350	104.00	.00	246.00	29.7%
12010053	561010	CLOTHING	80,500	0	80,500	24,535.26	17,256.40	38,708.34	51.9%
12010053	561032	OTHER OPERATION	19,335	0	19,335	9,657.58	1,733.73	7,943.69	58.9%
12010053	562200	ELECTRICITY	58,000	0	58,000	31,086.29	14,913.71	12,000.00	79.3%
12010053	562400	HEATING FUEL	10,500	0	10,500	3,051.81	3,248.19	4,200.00	60.0%
12010053	562600	VEHICLE FUEL	82,124	0	82,124	31,521.86	.00	50,602.14	38.4%
12010053	573200	NEW VEHICLES	0	0	0	.00	.00	.00	.0%
12010053	573401	ADMIN EQUIPMENT	1,500	0	1,500	402.18	508.49	589.33	60.7%
12010053	573900	OTHER EQUIPMENT	16,760	0	16,760	1,656.04	8,100.38	7,003.58	58.2%
12010053	581000	DUES AND FEES	3,440	0	3,440	1,035.00	1,080.00	1,325.00	61.5%
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	3,363.44	1,341.47	11,045.09	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			2,481,728	134,874	2,616,602	1,591,642.84	98,161.21	926,797.95	64.6%

12012453 PD PATROL SERVICES

12012453	511001	SALARIES - FULL	3,396,858	496,948	3,893,806	2,245,454.26	.00	1,648,351.74	57.7%
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FINANCIALS FOR JANUARY 2024

FOR 2024 07									
ACCOUNTS 1000	FOR: GENERAL	FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
12012453	511002	SALARIES - PART	153,796	0	153,796	81,153.99	.00	72,642.01	52.8%
12012453	511003	SALARIES - EARL	105,158	0	105,158	43,435.33	.00	61,722.67	41.3%
12012453	511004	SALARIES - HOLI	151,961	0	151,961	21,291.98	.00	130,669.02	14.0%
12012453	511099	SALARIES - ADJU	0	0	0	.00	.00	.00	.0%
12012453	513001	OVERTIME - REGU	111,546	0	111,546	109,680.18	.00	1,865.82	98.3%
12012453	513002	OVERTIME - TRAI	78,940	0	78,940	44,786.44	.00	34,153.56	56.7%
12012453	513004	OVERTIME GRANT	0	0	0	.00	.00	.00	.0%
12012453	514000	EDUCATION INCEN	8,500	0	8,500	5,230.56	.00	3,269.44	61.5%
12012453	515001	ON CALL	7,800	0	7,800	11,600.00	.00	-3,800.00	148.7%
12012453	516000	LONGEVITY	7,000	0	7,000	3,000.00	.00	4,000.00	42.9%
12012453	521100	HEALTH INSURANC	498,181	0	498,181	237,298.06	.00	260,882.94	47.6%
12012453	521200	DENTAL INSURANC	11,049	0	11,049	6,082.28	.00	4,966.72	55.0%
12012453	521300	LIFE INSURANCE	3,089	0	3,089	1,576.92	.00	1,512.08	51.0%
12012453	522000	SOCIAL SECURITY	56,320	0	56,320	36,500.29	.00	19,819.71	64.8%
12012453	523000	RETIREMENT CONT	1,181,540	8,790	1,190,330	764,930.21	.00	425,399.79	64.3%
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	0	0	0	.00	.00	.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			5,771,738	505,738	6,277,476	3,612,020.50	.00	2,665,455.50	57.5%

FINANCIALS FOR JANUARY 2024

FOR 2024 07

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
1000 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENC/REQ	BUDGET	USED
12012553 PD SUPPORT SERVICES							
12012553 511001 SALARIES - FULL	236,383	37,305	273,688	156,403.26	.00	117,284.74	57.1%
12012553 511002 SALARIES - PART	195,009	0	195,009	99,416.44	.00	95,592.56	51.0%
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	2,495.36	.00	504.64	83.2%
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	2,406	0	2,406	1,600.00	.00	806.00	66.5%
12012553 521100 HEALTH INSURANC	50,284	0	50,284	28,750.00	.00	21,534.00	57.2%
12012553 521200 DENTAL INSURANC	1,200	0	1,200	391.36	.00	808.64	32.6%
12012553 521300 LIFE INSURANCE	512	0	512	317.88	.00	194.12	62.1%
12012553 522000 SOCIAL SECURITY	32,831	0	32,831	18,803.56	.00	14,027.44	57.3%
12012553 523000 RETIREMENT CONT	32,688	2,625	35,313	21,114.28	.00	14,198.72	59.8%
12012553 523300 11539 RETIREMENT	0	0	0	.00	.00	.00	.0%
12012553 525000 UNEMPLOYMENT CO	0	0	0	.00	.00	.00	.0%
12012553 526000 WORKERS' COMPEN	0	0	0	.00	.00	.00	.0%
12012553 528001 DISABILITY INSU	2,511	0	2,511	1,565.91	.00	945.09	62.4%
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 JANUARY 2024

FOR 2024 07			ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENC/REQ	AVAILABLE	PCT
ACCOUNTS FOR:	GENERAL	FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	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			556,824	39,930	596,754	330,858.05	.00	265,895.95	55.4%
TOTAL GENERAL FUND			8,810,290	680,542	9,490,832	5,534,521.39	98,161.21	3,858,149.40	59.3%
TOTAL EXPENSES			8,810,290	680,542	9,490,832	5,534,521.39	98,161.21	3,858,149.40	

FINANCIALS FOR JANUARY 2024

FOR 2024 07

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
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GRAND TOTAL	8,810,290	680,542	9,490,832	5,534,521.39	98,161.21	3,858,149.40	59.3%
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DISPATCH FINANCIALS FOR JANUARY 2024

FOR 2024 07			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
ACCOUNTS FOR:	GENERAL FUND		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENC/REQ	BUDGET	USED
12030153 DISPATCH CENTER									
12030153	511001	SALARIES - FULL	559,304	48,015	607,319	322,309.35	.00	285,009.65	53.1%
12030153	511002	SALARIES - PART	2,000	0	2,000	12,668.27	.00	-10,668.27	633.4%
12030153	511004	SALARIES - HOLI	20,724	0	20,724	2,334.56	.00	18,389.44	11.3%
12030153	511005	SALARIES - OUTS	0	0	0	2,729.16	.00	-2,729.16	100.0%
12030153	511012	SHIFT DIFFERENT	0	0	0	8,827.16	.00	-8,827.16	100.0%
12030153	511099	SALARIES - ADJU	0	0	0	.00	.00	.00	.0%
12030153	513001	OVERTIME - REGU	44,000	0	44,000	108,646.49	.00	-64,646.49	246.9%
12030153	513002	OVERTIME-TRAINI	0	0	0	4,017.49	.00	-4,017.49	100.0%
12030153	516000	LONGEVITY	975	0	975	1,175.00	.00	-200.00	120.5%
12030153	521100	HEALTH INSURANC	157,205	0	157,205	53,301.49	.00	103,903.51	33.9%
12030153	521200	DENTAL INSURANC	3,207	0	3,207	1,321.41	.00	1,885.59	41.2%
12030153	521300	LIFE INSURANCE	1,360	0	1,360	582.79	.00	777.21	42.9%
12030153	522000	SOCIAL SECURITY	44,475	0	44,475	29,942.64	.00	14,532.36	67.3%
12030153	523000	RETIREMENT CONT	84,569	3,378	87,947	69,380.06	.00	18,566.94	78.9%
12030153	525000	UNEMPLOYMENT	0	0	0	.00	.00	.00	.0%
12030153	526000	WORKERS' COMPEN	682	0	682	1,071.72	.00	-389.72	157.1%
12030153	528001	DISABILITY INSU	6,024	0	6,024	2,740.94	.00	3,283.06	45.5%
12030153	532001	STAFF DEVELOPME	5,542	0	5,542	478.00	1,720.00	3,344.00	39.7%
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	1,584	0	1,584	396.00	.00	1,188.00	25.0%
12030153	534003	SOFTWARE MAINT/	0	0	0	.00	.00	.00	.0%
12030153	543002	EQUIPMENT MAINT	24,031	0	24,031	13,738.44	2,825.00	7,467.56	68.9%
12030153	544500	LEASE COPIER/PR	0	0	0	.00	.00	.00	.0%
12030153	552003	GENERAL LIABILI	3,474	0	3,474	3,903.83	.00	-429.83	112.4%
12030153	553000	COMMUNICATIONS	500	0	500	486.66	.00	13.34	97.3%
12030153	554000	ADVERTISING	0	0	0	.00	.00	.00	.0%
12030153	556000	TUITION	0	0	0	.00	.00	.00	.0%
12030153	558000	TRAVEL	2,000	0	2,000	.00	74.88	1,925.12	3.7%
12030153	561003	OFFICE SUPPLIES	1,750	0	1,750	75.18	147.58	1,527.24	12.7%
12030153	561010	CLOTHING	3,200	0	3,200	463.75	.00	2,736.25	14.5%
12030153	561032	OTHER OPERATION	2,500	0	2,500	320.31	195.78	1,983.91	20.6%
12030153	573401	ADMIN EQUIPMENT	14,150	0	14,150	800.00	2,242.33	11,107.67	21.5%
12030153	573900	OTHER EQUIPMENT	0	0	0	.00	.00	.00	.0%
12030153	581000	DUES AND FEES	550	0	550	375.00	175.00	.00	100.0%
TOTAL DISPATCH CENTER			983,806	51,393	1,035,199	642,085.70	7,380.57	385,732.73	62.7%
TOTAL GENERAL FUND			983,806	51,393	1,035,199	642,085.70	7,380.57	385,732.73	62.7%
TOTAL EXPENSES			983,806	51,393	1,035,199	642,085.70	7,380.57	385,732.73	

DISPATCH FINANCIALS FOR JANUARY 2024

FOR 2024 07

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
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GRAND TOTAL	983,806	51,393	1,035,199	642,085.70	7,380.57	385,732.73	62.7%
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** END OF REPORT - Generated by Rhonda Morganti **

REVENUE FOR JANUARY 2024

FOR 2024 07							
ACCOUNTS FOR:	ORIGINAL	ESTIM REV	REVISED	ACTUAL YTD	REMAINING	PCT	
1000 GENERAL FUND	ESTIM REV	ADJSTMTS	EST REV	REVENUE	REVENUE	REVENUE	COLL
12011 POLICE CITY REVENUE							
12011 400403 AMUSEMENT PERMITS	0	0	0	.00	.00	.00	.0%
12011 400407 PISTOL PERMITS	-1,200	0	-1,200	-560.00	-640.00	46.7%	
12011 402110 INCOME FROM COPY M	-7,000	0	-7,000	-2,392.00	-4,608.00	34.2%	
12011 402111 OUTSIDE SECURITY S	-210,000	0	-210,000	-122,981.85	-87,018.15	58.6%	
12011 402112 OUTSIDE DUTY ADMIN	0	0	0	.00	.00	.0%	
12011 402115 ALARM FEES	-5,200	0	-5,200	-355.00	-4,845.00	6.8%	
12011 402120 WRECKER SERVICE IN	0	0	0	-5.00	5.00	100.0%	
12011 402121 DOG SHELTER & TRAN	-2,000	0	-2,000	-250.00	-1,750.00	12.5%	
12011 402122 DOG FINES	-12,000	0	-12,000	-4,630.00	-7,370.00	38.6%	
12011 405201 COURT FINES	-5,500	0	-5,500	.00	-5,500.00	.0%	
12011 405202 PARKING TICKETS	-4,300	0	-4,300	-2,405.00	-1,895.00	55.9%	
12011 405203 EXCESS ALARM PENAL	-2,200	0	-2,200	.00	-2,200.00	.0%	
12011 406201 MISCELLANEOUS REVE	-2,200	0	-2,200	-2,303.44	103.44	104.7%	
12011 406209 POLICE RESTITUTION	-300	0	-300	-2,532.87	2,232.87	844.3%	
12011 406210 WITNESS FEES	0	0	0	.00	.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	-267,900	0	-267,900	-138,415.16	-129,484.84	51.7%	
12012 POLICE STATE REVENUE							
12012 402116 DRUG GRANT NEW HAM	0	0	0	.00	.00	.0%	
12012 402117 HIGHWAY SAFETY GRA	0	0	0	.00	.00	.0%	
12012 402118 PEDESTRIAN GRANT	0	0	0	.00	.00	.0%	
12012 402119 DWI GRANT	0	0	0	.00	.00	.0%	
TOTAL POLICE STATE REVENUE	0	0	0	.00	.00	.0%	
12013 POLICE FEDERAL REVENUE							
12013 402113 LLEBG GRANT	0	0	0	.00	.00	.0%	
12013 402114 JUSTICE DEPARTMENT	0	0	0	.00	.00	.0%	
TOTAL POLICE FEDERAL REVENUE	0	0	0	.00	.00	.0%	
TOTAL GENERAL FUND	-267,900	0	-267,900	-138,415.16	-129,484.84	51.7%	
TOTAL REVENUES	-267,900	0	-267,900	-138,415.16	-129,484.84		

REVENUE FOR JANUARY 2024

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
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GRAND TOTAL	-267,900	0	-267,900	-138,415.16	-129,484.84	51.7%
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