

**ROCHESTER, NH**  
**POLICE COMMISSION - AGENDA**  
**March 6, 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. February 7, 2024

**4. OLD AND UNFINISHED BUSINESS:**

- A. Policy Update: 81.1.1.2 NCIC ENTRY AND REMOVAL: Second Reading for Adoption

**5. NEW BUSINESS:**

- A. Accept Retirement Intent: Lt. Anthony Bossi (23.5 Years)
- B. Accept Resignations
  - 1. Officer Zachary Masse
- C. Job Description: Uniformed Police Officer – Update
- D. Monthly Reports
  - 1). Operations
  - 2.) Administration
- E. Other

**6. CORRESPONDENCE**

- A. Sgt. Alexander and Officer Garneau are thanked by a resident for their assistance in locating an elderly, vulnerable adult who wandered away from the home.

**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 (by remote feed), Comm. Larochelle, Chief Boudreau, Dep. Chief Swanberry, Capt. Pinkham, 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.

**A. Meeting Electronically (RSA 91-A:2, III)**

Pursuant to RSA 91-A:2, III Commissioner Bogan is participating in this meeting remotely. Do the majority of the members approve of the remote participation? (Yes)

Commissioner Bogan is your attendance in person reasonably impractical? (Yes)

As your attendance is not practical, what is the stated reason for the clerk to put in the minutes? (Presently out of State)

Comm. Bogan please state any other persons present in your location for which you are accessing this meeting? (No one persons are present)

**Any motions shall be done by roll call vote.**

**B. Roll Call.** The clerk called the roll marking Comm. Stevens, Comm. Bogan (by remote feed) and Comm. Larochelle present.

**C.** All participated in the pledge of allegiance.

**D.** Chaplain Cilley led us in prayer.

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

**3. ACCEPTANCE OF MINUTES:**

**A. January 3, 2024.**

**Comm. Larochelle MOVED to accept the minutes of the January 3, 2024 meeting as written. Comm. Bogan SECONDED the motion. The motion to accept the minutes as presented PASSED by roll call vote Comm. Larochelle, – yes, Comm. Bogan – yes, Comm. Stevens – yes.**

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

## 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

Chief Boudreau spoke of the strengths for each person receiving the award recognition. More important is that these are peer-nominated. Each member was presented with a plaque noting their achievement. Officer Bibeau was also presented a ribbon for her uniform.

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

### B. Accept Resignations

1. Officer Zachary Wilson

**Comm. Stevens MOVED to accept, with regret, the resignation of Officer Zachary Wilson. Comm. Bogan SECONDED the motion. The motion PASSED by roll call vote Comm. Laroche, – yes, Comm. Bogan – yes, Comm. Stevens – yes.**

C. Policy Update: 81.1.1.2 NCIC ENTRY AND REMOVAL: First Reading. This policy is updated as part of a recent NCIC audit. First reading, no discussion.

### D. Monthly Reports

1). Operations. Lt. Bossi attended the Rental Property Owners Association meeting. There was information presented on crime prevention, but no issues for us.

The investigations bureau has an open caseload of 90; 29 are new cases. This number will fluctuate depending on the length of each case and the depth of investigation.

There were three callouts this period.

There was one background for a dispatcher.

Members participated in ongoing training for the tactical team as well as for police standards requirements.

Comm. Stevens asked how many members from Rochester are on the tactical team.

Chief Boudreau said it's either ten or eleven. We have tactical officers, a negotiator and dispatchers as part of the team. Dover is one member higher than we are. The rest of the membership is spread out amongst other agencies throughout the county.

Det. Decost and Det. Garstin read to the children at the Jack and Jill learning center.

The Honor Guard is preparing for a Flag Detail for the CHaD Battle of the Badges hockey game to be held March 10 in Manchester. We have participated in the flag detail since 2016.

K9: Officer Hatch and K9 Ripley had no call outs this period, but have been active in training on a regular basis.

COMMUNITY ENGAGEMENT/POP: The Community Engagement Officer and the Problem Oriented Policing unit have been checking on the camps to assist and offer resources for things they need and or any help we can provide. They attended the monthly breakfast at the senior center, where they cook and serve.

Officer Downs has adopted the McClelland School, and reads and interacts with the children there weekly.

Officer Downs and Sgt. Krochmal are continuing to work to resolve an ongoing neighborhood issue on Corson Street.

Officer Kimbrough attended Teen Night, and worked on and attended the Winterfest, as well as the crimeline meetings.

There has been a lot of proactive stuff from the CEO that is great for the community.

COMMUNICATIONS: The Communications center had one resignation. This specialist will stay on per diem. We have one new specialist in training and another candidate who just passed the background. This still leaves us with two open positions. Getting the center to full staff has been a struggle.

DIVERSION: Nicole is a big part of the Teen Night program. She worked in organizing and attending Winterfest and she also continues in outreach in the community with Waypoint and other resources. She continues to teach the LEAD program at the high school as well as at the St. Charles School.

HOUSING: There were seven backgrounds for potential residents. We assisted with bed bug inspections and have also worked on a parking issue. There were 22 police calls for service with no major issues.

2.) Administration: Dep. Chief Swanberry stated it was a busy month preparing the FY25 budget. We presented our CIP requests to the new committee and also met with the City Manager to review our proposals for the OM.

Officer McCann and Officer Adams are in phase two of field training.

Officer Miller, who has been deployed for one year returned to duty. We provided refresher training, got him updated with required PSTC certifications and after a brief field training, he has been released to solo patrol.

Other notable training completed this period included "Advanced Roadside Impaired Driving Enforcement (ARIDE)," Introduction to Photography," Family Medical Leave Act (FMLA)," "Autism Awareness for Law Enforcement and First Responders," "Juvenile Justice," "Basic Crime Scene Processing," and "Failure to Supervise Liability in Law Enforcement."

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

Our new crime analyst started in December and we are getting her training completed. Chief Boudreau said I look forward to reestablishing compstat and providing reports using the new CAD and RMS system. None of the other agencies in the state using the CSI system purchased the compstat

module. The changeover was a huge undertaking, and Captain Pinkham did an excellent job leading the project.

**6. CORRESPONDENCE:**

The following correspondence was received this period: Officer Knox is recognized for team work from Frisbie Hospital for de-escalation skills with a patient. Officer DeCost is and Officer Bibeau are recognized for their work with a domestic violence victim. Officer Kimbrough is thanked for assisting the Regional Tactical Team on oral boards for new members. Officer Kimbrough is thanked for his positive attitude in and demeanor in assisting his supervisor in his new role.

**7. INFORMATION:** None

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

**Commissioner Stevens MOVED to enter a non public session at 7:45 P.M. pursuant to RSA 91-A: 3, paragraph II, section A (personnel) and section E (legal). Comm. Larochelle 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 8:50 P.M. on a MOTION by Comm. Larochelle. Comm. Stevens 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 Birmingham and Sgt. Deluca. Comm. Larochelle SECONDED the motion. The motion PASSED.**

**10. ADJOURNMENT:**

**Comm. Stevens MOVED to adjourn. SECOND by Comm. Larochelle at 8:53 P.M.**

Respectfully Submitted

Rebecca J. Warburton  
Secretary

APPROVED BY COMMISSION:

## **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.

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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: \_\_\_\_\_



GARY M. BOUDREAU  
*Chief of Police*

## ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET  
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127  
FAX (603) 330-7159  
<https://police.rochesternh.gov>

*"Dedication, Pride, Integrity"*

POLICE COMMISSION

DAVID R. STEVENS  
*Chairman*  
DONNA M. BOGAN  
*Vice-Chairman*  
JOHN H. LAROCHELLE  
*Commissioner*



GD  
2-22-24

22 February 2024

Rochester Police Chief & Commission  
23 Wakefield Street  
Rochester, NH 03867

Re: Service Retirement

Dear Chief Boudreau and Police Commissioner's,

Over the past 23.5 years, it has been an honor and a privilege to work for the Rochester Police Department and to be part of this community. I write this letter of intent to retire with a bit of melancholy but also pride and gratitude for the professional opportunities that I have been given as well as the support provided to me throughout my career. This was not an easy decision for me, but one that will allow me to continue to grow and advance professionally.

My last day of employment as a Lieutenant with the department will be on Saturday, March 30, 2024. 2024, with my last day in the building will be Friday, March 29, 2024.

Being a law enforcement officer was a childhood dream of mine and I am so pleased to have had the opportunity to live that dream out with this department. I found my experience to be an extremely rewarding and meaningful one. Providing service to this community in various capacities and building relationships has been the foundation of this job. The strong bonds and friendships that I have built over the years are things I will take with me to the next chapter of my life. I could not have been as successful as I have been without the support of Commissions, Chief's, and coworkers.

With sincere gratitude,

Anthony J. Bossi III  
Lieutenant

CB  
2-27-24

# ROCHESTER POLICE DEPARTMENT



GARY M. BOUDREAU  
*Chief of Police*

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JOHN H. LAROCHELLE  
*Commissioner*



Chief Boudreau,

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, February 26, I am formally giving my two weeks' notice to the Rochester Police Department. My last day at the Rochester Police Department will be March 11<sup>th</sup>.

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, *Zachary Masse*

Officer Zachary Masse

## **JOB DESCRIPTION: UNIFORMED POLICE OFFICER**

### **FUNCTION OF THE JOB:**

Serves as a Police Officer performing responsible law enforcement duties, including patrol, investigations, traffic control and a variety of other duties designed to preserve peace and order and to protect life and property in the City of Rochester.

### **SUPERVISION RECEIVED:**

Works under the general supervision of a Patrol Supervisor, or his/her designee who makes general assignments as to area to be covered, specific cases to be investigated, etc. Duties are performed independently and Officer must exercise independent judgment in meeting emergencies and determining lawful and appropriate courses of action.

### **EXAMPLES OF DUTIES:**

1. Patrols in an assigned geographical area of the City in a police vehicle or on foot, checks overall security of vacant homes and buildings, periodically checks business establishments and public places for violations of the law and takes appropriate enforcement action; confronts suspicious persons and situations and determines appropriate action.
2. Negotiates settlements between emotionally upset and often irrational persons involved in domestic disputes, drunkenness, burglaries, larcenies, vandalism, assaults, etc.
3. Receives dispatch orders and responds to calls for service, emergency situations and serious crimes; takes charge of crime scenes until relieved by higher authority; exercises knowledge of State Laws, Federal Laws, Supreme Court decisions, and City Ordinances in determining legal justification for arrest, search and seizure, protective custody, etc.
4. Directs activities at accidents and disaster areas and restoring traffic to normal; investigates traffic accidents. Periodically directs traffic to assure steady flow, stops motor vehicles; confronts drivers and issues summonses, or warnings for violations; makes physical arrests when laws have been violated.
5. Assists in the investigation of crimes and/or suspected criminal acts to identify, locate, apprehend and prepare prosecution of persons charged with committing crimes, examines crime scenes to collect evidence; interviews and interrogates witnesses and suspected offenders; determines the extent of criminal activity and need for further police assistance.
6. Works with other law enforcement personnel to facilitate the flow of information about criminal activity and the cooperative enforcement of City, State and Federal laws.
7. Completes and submits all required reports and records in conformance with Department Standard Operating Procedures, Policies and regulations and statutory requirements; conducts follow-up investigations on unsolved crimes.
8. Assists general public in rendering assistance and/or direction; may give safety and crime prevention talks to children and civic groups.

9. Testifies in Courts as required in traffic and criminal cases and gives sworn evidence at any official Board, Department, Committee, etc.
10. Performs other related duties as required.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

Working knowledge of modern police science techniques, methods and procedures and the ability to carry out same; knowledge of Federal, State and City laws, Ordinances and Supreme Court Decisions relative to police officer enforcement responsibilities and restraints; ability to analyze situations quickly and objectively to determine the proper course of action to be taken; ability to utilize self-defense techniques, skill and ability in the use of firearms; ability to operate motor vehicles under emergency situations; ability to establish and maintain effective working relationships with other law enforcement agencies, other City agencies, fellow employees and the general public.

### **MINIMUM QUALIFICATIONS:**

1. Must meet all established requirements for certified Police Officer as described in RSA 105-A and the NH Police Standards and Training Council Rules.
2. Satisfactorily complete the Rochester Police Department recruit training program.
3. Must meet Rochester Police Department and State of NH requirements for qualification with Department issued weapons.
4. Meet other such requirements as determined by the Police Commission and the Chief of Police and the Patrol Bureau Commander.

### **MASTER PATROL DESIGNATION QUALIFICATIONS:**

1. Must have completed 10 years of sworn service with the Rochester Police Department. Outside police service time shall be considered by the Chief of Police in meeting the 10 service years, but only 50% of outside service time shall be considered. Military deployments shall not count against this time.
2. Must have no discipline for the year prior to designation.
3. Must have a score of 82.5 on last evaluation.
4. Have completed an approved supervisors course or has at least two (2) highly specialized areas of instruction (ie. Firearms, defensive tactics, Taser, OC, baton, driving instructor, response to active shooter, CPR& 1<sup>st</sup> aid), investigation or other related skill areas that enhance to the officer's overall effectiveness and value to the department. Examples of specialization could include: Polygraph Operator, SCRTOU, DRE, Accident Reconstruction Team, Crime Scene Technician, Field Training Officer, Crisis Intervention Team Officer. If an employee has completed at least one full year in a full time specialized assignment such as Detective, Motorcycle Officer, K-9 Handler, Problem Oriented Policing Officer, this may be used to substitute as one area of a specialization.
5. Upon meeting all minimum qualifications an officer shall petition the Chief of Police to receive Master Police Officer status on their anniversary month.

## **FAILURE TO MEET MINIMUM REQUIREMENTS FOR MASTER PATROL:**

1. Failure to meet any of the any of the above minimum requirements may result in removal from the Master Patrol Officer status and returned to the top step patrol officer pay grade.
2. Any Officer who has been removed from the Master Patrol Officer status may seek to be reinstated on their next hiring anniversary date if they meet all of the minimum requirements.

## **PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS:**

Some physical effort is required in ultimately sitting, standing and walking while performing under generally good conditions but involving emotional stress and hazards of disability, or even death when pursuing those suspected of a crime, as well as performing duties under all types of climatic conditions.

APPROVED: GARY BOUDREAU  
CHIEF OF POLICE

Accepted by the Police Commission: 11/09/88

Revised: 02/26/24, 05/07/03, 07/10/96, 10/05/92, 09/22/88

**Patrol Division  
Monthly Report  
February 2024**

**RPOA:**

Lt. Bossi attended the February RPOA meeting. No problems or issues were brought for Rochester. With Lt. Bossi's pending retirement, we are still looking to act a liaison for the RPOA.

**Honor Guard:**

The Honor Guard did not have any events this past month. They are still scheduled to participate in the Children's Hospital at Dartmouth Hitchcock, C.H.aD. Battle of the Badges charity hockey game in Manchester. The event will be held on March 10<sup>th</sup>, preparations are being made for participation by Honor Guard members. 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.

Respectfully submitted,

Patrol Captain Jeremy F. Aucoin

# ROCHESTER POLICE DEPARTMENT

## Incident Comparative Report

### By Classification

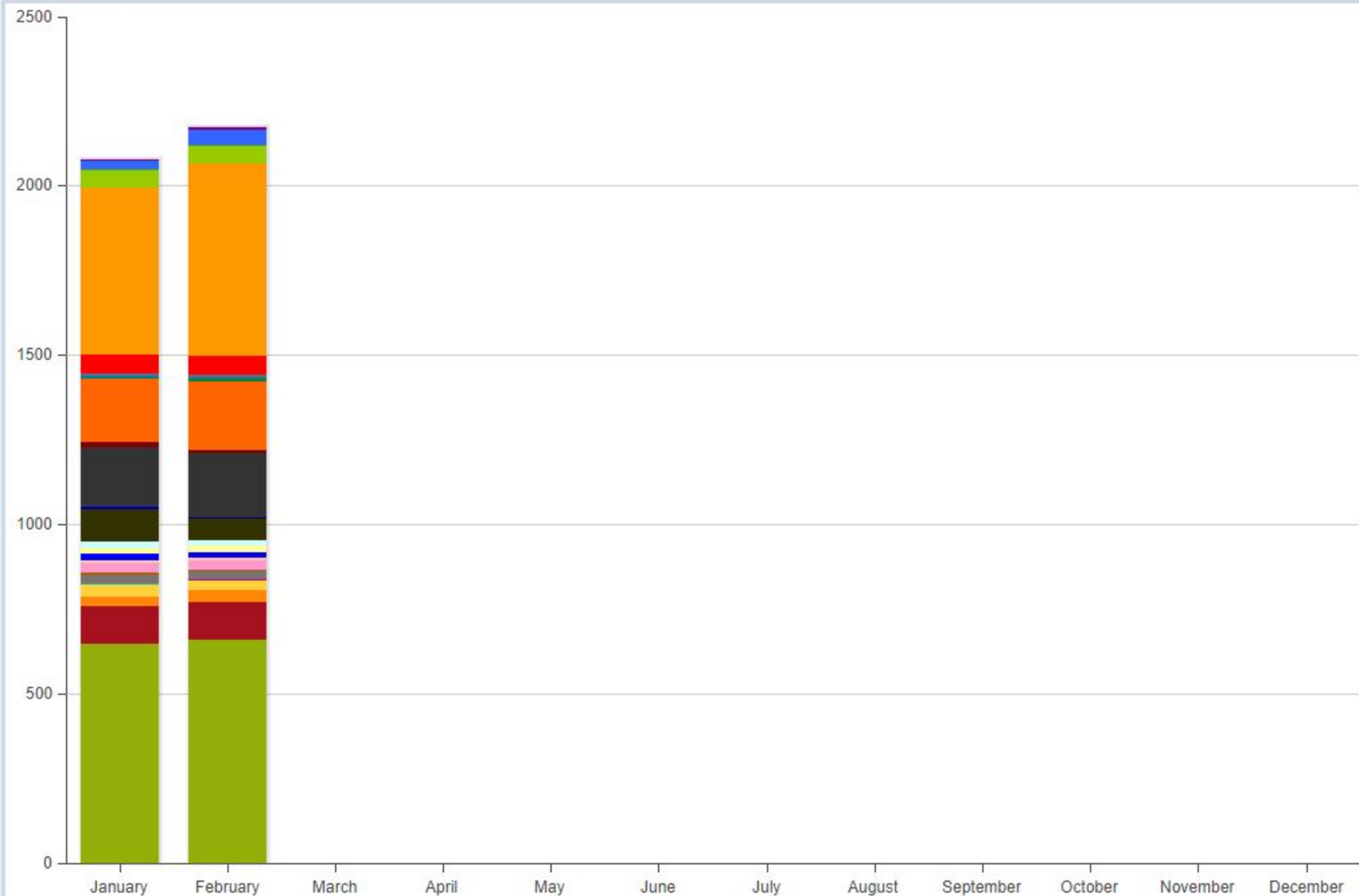
Range1 From Date: 1/1/2024 To Date: 1/31/2024

Range2 From Date: 2/1/2024 To Date: 2/29/2024

Report Date: 3/1/2024 Criteria:

CFS Classification Code / Description	RANGE1	RANGE2	DIFF. +/-	PERCENT
0300 - ROBBERY	0	1	1	-
0400 - AGGRAVATED ASSAULT	1	1	0	0%
0500 - BURGLARY	1	4	3	300%
0600 - THEFT	60	56	-4	-6%
0700 - MV THEFT	6	5	-1	-16%
0800 - SIMPLE ASSAULT	10	8	-2	-20%
1100 - FRAUD	20	20	0	0%
1400 - MALICIOUS MISCHIEF	20	17	-3	-15%
1500 - WEAPONS	4	9	5	125%
1600 - VICE PROSTITUTION	1	0	-1	-100%
1700 - SEX OFFENSE ALL OTHERS	9	9	0	0%
1800 - NARCOTIC DRUG LAWS	2	0	-2	-100%
2000 - FAMILY OFFENSE	36	31	-5	-13%
2100 - DWI / DUI	9	7	-2	-22%
2400 - DISORDERLY CONDUCT	25	26	1	4%
2600 - ALL OTHER OFFENSES	122	125	3	2%
2700 - MUNICIPAL CODE ENFORCEMENT	1	0	-1	-100%
2900 - RUNAWAYS	0	3	3	-
4000 - NON CRIMINAL INCIDENTS	194	211	17	8%
4100 - FIRE RELATED	11	8	-3	-27%
4200 - SEARCH AND RESCUE	1	0	-1	-100%
4500 - DEATHS / SUICIDES	2	0	-2	-100%
5000 - LOST FOUND MISSING	25	23	-2	-8%
5010 - MISSING PERSONS	1	2	1	100%
5500 - ANIMAL COMPLAINTS	32	41	9	28%
6000 - MV CRASH INVESTIGATIONS	109	79	-30	-27%
6300 - TRAFFIC ENFORCEMENT	562	623	61	10%
6500 - PARKING ENFORCEMENT	32	18	-14	-43%
6600 - TRAFFIC RELATED SERVICE	60	52	-8	-13%
7000 - PUBLIC SERVICE	219	221	2	0%
7500 - ASSISTING OTHER AGENCIES	41	28	-13	-31%
7600 - SPECIAL UNIT ACTIVITY CODES	1	1	0	0%
8000 - WARRANTS LOCAL	32	53	21	65%
9000 - ADMINISTRATIVE DUTIES	666	714	48	7%
<b>Total</b>	<b>2315</b>	<b>2396</b>	<b>81</b>	<b>3.49%</b>





- ADMINISTRATIVE DUTIES
- AGGRAVATED ASSAULT
- ALL OTHER OFFENSES
- ANIMAL COMPLAINTS
- ASSISTING OTHER AGENCIES
- BURGLARY
- DEATHS / SUICIDES
- DISORDERLY CONDUCT
- DWI / DUI
- FAMILY OFFENSE
- FIRE RELATED
- FRAUD
- LOST FOUND MISSING
- MALICIOUS MISCHIEF
- MISSING PERSONS
- MUNICIPAL CODE ENFORCEMENT
- MV CRASH INVESTIGATIONS
- MV THEFT
- NARCOTIC DRUG LAWS
- NON CRIMINAL INCIDENTS
- PARKING ENFORCEMENT
- PUBLIC SERVICE
- ROBBERY
- RUNAWAYS
- SEX OFFENSE ALL OTHERS
- SIMPLE ASSAULT
- SPECIAL UNIT ACTIVITY CODES
- THEFT
- TRAFFIC ENFORCEMENT
- TRAFFIC RELATED SERVICE
- UNKNOWN
- VICE PROSTITUTION
- WARRANTS LOCAL
- WEAPONS

**SUPPORT SERVICES DIVISION  
MONTHLY REPORT  
FEBRUARY 2024**

**INVESTIGATIVE SERVICES BUREAU (ISB):**

- 25 TOTAL CASES SENT TO ISB FROM PATROL OR DETECTIVE GENERATED
- 94 TOTAL CASES BEING INVESTIGATED CURRENTLY
- There were 3 ISB callout during this reporting period
- 0 Evidence callouts
- 2 Background investigation (dispatch, records)

*Misc:*

- Presented cases to the Grand Jury for indictment, Two SWAT Trainings during the month, ongoing PSTC required trainings, Evidence Team training at Biddeford PD, Personal and Professional Breakthrough for Law Enforcement, 4 day Camp Resilience retreat.

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

- Officer Kimbrough worked with Officer Rummo on upcoming job fairs where new fliers were created with associated QR codes for them.
- Officer Kimbrough attended a debrief regarding this years Winterfest that was held at the Commons. Worked on ways to improve for next year.
- Officer Kimbrough attended Teen Night.
- Officer Kimbrough attended Explorer meetings.
- Officer Kimbrough attended a Crimeline meeting.
- Officer Kimbrough went to the St. Charles School multiple times where the kids were showing off their projects they had been working on.
- Officer Kimbrough met with a father and 16-year-old son where the son is interested in being a police officer.
- Officer Kimbrough had the Monarch Schools kids return to the PD where their “work program” has begun again. Kids work on their organization skills and social skills in different areas of the PD.
- Officers Kimbrough, Brinkman and Downs went around doing outreach and compliance checks with the homeless population.
- Officer Kimbrough taught motor vehicle laws to a Driver’s Ed class.
- Officer Downs continues to visit the McClelland School on Fridays as part of the adopt a school initiative for the various elementary schools.
- Officers Brinkman and Downs continue to work with Code Enforcement regarding a residence on Corson St.
- The Pop Unit assisted the US Marshal’s with apprehending a wanted person that was in Rochester.

**COMMUNICATION CENTER - DISPATCH:**

- There is currently one candidate in training, one with a start date of 4/7 and another in the background. There is also a pending conditional offer out to a potential candidate but that is on

hold at the moment for medical reasons. If all 4 candidates successfully pass their background and training it will leave dispatch with 1 open position.

- We have changed over what is referred to as our reverse 911 through the State and a social media platform will be going out to the City and the patrons to sign up for alerts through a portal on our website. This is entirely maintained through the State and our dispatch center.
- Two dispatchers recently attended a quarterly meeting at Hampton Fire for training to discuss how to handle calls with the blind and deaf and brought back resources that we can use at the Fire and Patrol level.

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

### **Juvenile Prosecution:**

New cases:

PETITIONS TO COURT: 21

PETITIONS TO DHHS: 15

CHINS: 2

CASES TO DIVERSION: 0

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

- 15 hours doing District Court/Prosecution work typically done by an Administrative Assistant
- 2/8 Supervisors meeting
- 2/1, 2/13, 2/21, 2/27 covered District Court
- 2/28 taught class at UNH

### **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*

- Attended Teen Night
- Taught LEAD 60 students
- Attended 6<sup>th</sup> grade dance
- Conducted normal lunch duties, monitor students, traffic control, door checks, monitor hallways for issues

#### *High School: Officer Jackson*

- Assisted both Patrol and Detectives with various cases
- Completed 2 LEAD classes
- Dealt with a suspicious male on campus
- Dealt with several groups of suspicious individuals on campus
- Assisted school with pep rally
- 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 participated in a day long Restorative Practice training provided by the State Juvenile Justice services.
- Staff continues teaching LEADS for the High School Health classes. Full schedule thru next Quarter.
- Staff worked Teen Night February which had our highest attendance so far with over 150 in attendance. March will be our last event with a planned Lua.
- Staff participated in the Choose Love presentation provided by Scarlett Lewis to the School District with invited guests from the community to attend. There will be a work group established to start planning how to roll out the initiative City-wide.
- Staff taught Teen Mental Health First Aid to the High School students to establish an advisory body for student wellness.
- Staff has been working with both the Strafford County Addiction Task Force and the NH Juvenile Court Diversion Network on planning their respective Day Summits in May and June.
- 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. Staff has been working with School Staff to plan their sleep out to take place Friday March 29<sup>th</sup>.
- Staff presented with Lt Gould to a UNH class on Juvenile Justice cases and the teen brain in nature vs nurture.
- 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 4 criminal background checks for new residents.
- There was a total of 23 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**

**February 2024**

### **Financial/Purchasing:**

- We met with Weston & Sampson Engineers to review remodel designs for the dispatch relocation project. We are getting close on final layouts and the project is progressing well.
- There was only 1 purchase over \$5,000 this month, which was for several individual first aid kits that were issued to our officers. This was a purchase made with JAG funds and could help save officers' lives in a critical incident.

### **Training/Hiring:**

- Communication Specialist Heather Stevens and Communications Specialist Alisha Wood attended the quarterly training of the New Hampshire Emergency Dispatchers Association (NHEDA) at the Hampton Fire Rescue Department.
- Officer Noah McCann and Officer Tiana Adams completed field training and were released to solo patrol.
- Field Training Officer Jonathan Marshall and Field Training Officer Timothy Rummo attended "Field Training Officer Update" course presented by Granite State Police Career Counseling Group at the Haverhill, Massachusetts Police Department.
- Field Training Officer Carl Root attended the training course "Instructor Development" at the New Hampshire Police Standards and Training facility in Concord.
- Officer Michael Brinkman and Detective Hattie Johnson attended "Personal and Professional Breakthroughs for Police Officers" presented by Retired Police Chief Kent Williams of the BreachPoint Consulting Group at the Southern New Hampshire University (SNHU) in Manchester.
- Detective Hattie Johnson and Field Training Officer Aaron Garneau attended "Firearms Instructor Recertification Part 1" at the New Hampshire Police Standards and Training facility in Concord. In order to complete their recertification process, they will need to assist firearms instructors at the New Hampshire Police Academy in the course of the calendar year.
- Detective James Murphy and Officer Isaac Moon attended "Camp Resilience Retreat for First Responders" at the Hidden Valley Scout Camp in Gilford, New Hampshire.
- As of 02/29/24, forty percent (40%) of sworn personal have completed the New Hampshire Police Standards and Training mandated online training "3X2's Ethics, De-Escalation, and Implicit Bias" and "Prioritizing Officer Mental Health Wellness and Resilience" for 2024. These courses were assigned in January 2024 with a targeted completion date of 04/31/24.

Respectfully Submitted,

Andrew Swanberry  
Deputy Chief of Police

**February 2024**  
**Expense & Revenue Reports**

FINANCIALS FOR FEBRUARY 2024

FOR 2024 08

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	877,773	54,042	931,815	670,167.92	.00	261,647.08	71.9%
12010053 511002 SALARIES - PART	122,317	0	122,317	83,361.99	.00	38,955.01	68.2%
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	101,657.97	.00	108,342.03	48.4%
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	5,826.69	.00	3,673.31	61.3%
12010053 516000 LONGEVITY	4,175	0	4,175	4,175.00	.00	.00	100.0%
12010053 521100 HEALTH INSURANC	81,682	0	81,682	72,442.16	.00	9,239.84	88.7%
12010053 521200 DENTAL INSURANC	1,807	0	1,807	1,248.24	.00	558.76	69.1%
12010053 521300 LIFE INSURANCE	1,905	0	1,905	1,304.57	.00	600.43	68.5%
12010053 522000 SOCIAL SECURITY	17,429	0	17,429	12,278.27	.00	5,150.73	70.4%
12010053 523000 RETIREMENT CONT	341,876	80,832	422,708	217,539.36	.00	205,168.64	51.5%
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	4,686.64	.00	1,025.36	82.0%
12010053 531002 STIPEND	0	0	0	.00	.00	.00	.0%
12010053 532001 STAFF DEVELOPME	24,495	0	24,495	10,498.13	2,648.00	11,348.87	53.7%
12010053 532200 CONTRACTED SERV	79,597	0	79,597	77,710.08	146.10	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	5,365.00	4,060.00	.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	1,399.68	2,100.36	659.96	84.1%
12010053 543001 VEHICLES MAINT	35,000	0	35,000	19,265.03	6,724.29	9,010.68	74.3%
12010053 543002 EQUIPMENT MAINT	70,220	0	70,220	57,430.70	5,592.73	7,196.57	89.8%
12010053 543500 INSURANCE CLAIM	5,000	0	5,000	4,000.00	.00	1,000.00	80.0%
12010053 544200 RENTAL OF EQUIP	400	0	400	.00	400.00	.00	100.0%
12010053 544500 LEASE COPIER/PR	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 LIABILI	32,016	0	32,016	35,977.27	.00	-3,961.27	112.4%

FINANCIALS FOR FEBRUARY 2024

FOR 2024 08

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	20,297.07	18,979.39	2,166.54	94.8%
12010053	553400	POSTAGE FEES	8,475	0	8,475	3,336.63	.00	5,138.37	39.4%
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	1,066.74	4,365.13	28.4%
12010053	561003	OFFICE SUPPLIES	5,473	0	5,473	3,228.14	.00	2,244.86	59.0%
12010053	561005	PUBLICATIONS	2,259	0	2,259	159.50	45.00	2,054.50	9.1%
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	566.47	5,464.40	7,939.13	43.2%
12010053	561009	TRAINING MATERI	350	0	350	104.00	.00	246.00	29.7%
12010053	561010	CLOTHING	80,500	0	80,500	25,440.60	16,572.45	38,486.95	52.2%
12010053	561032	OTHER OPERATION	19,335	0	19,335	10,029.15	1,924.13	7,381.72	61.8%
12010053	562200	ELECTRICITY	58,000	0	58,000	35,570.07	10,429.93	12,000.00	79.3%
12010053	562400	HEATING FUEL	10,500	0	10,500	4,737.01	3,562.97	2,200.02	79.0%
12010053	562600	VEHICLE FUEL	82,124	0	82,124	37,033.01	.00	45,090.99	45.1%
12010053	573200	NEW VEHICLES	0	0	0	.00	.00	.00	.0%
12010053	573401	ADMIN EQUIPMENT	1,500	0	1,500	934.15	.00	565.85	62.3%
12010053	573900	OTHER EQUIPMENT	16,760	0	16,760	2,668.59	8,322.02	5,769.39	65.6%
12010053	581000	DUES AND FEES	3,440	0	3,440	1,235.00	1,130.00	1,075.00	68.8%
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	3,884.07	935.79	10,930.14	30.6%
12010053	589100	LLEBG 102 RECEI	0	0	0	.00	.00	.00	.0%
12010053	589101	LLEBG 102 FEDER	0	0	0	.00	.00	.00	.0%
12010053	589102	LLEBG 102 CITY	0	0	0	.00	.00	.00	.0%
12010053	589113	LLEBG 115 RECEI	0	0	0	.00	.00	.00	.0%
12010053	589114	LLEBG 115 FEDER	0	0	0	.00	.00	.00	.0%
12010053	589115	LLEBG 115 CITY	0	0	0	.00	.00	.00	.0%
12010053	589130	COPSMORE 032 RE	0	0	0	.00	.00	.00	.0%
12010053	589131	COPSMORE 032 FE	0	0	0	.00	.00	.00	.0%
12010053	589132	COPSMORE 032 CI	0	0	0	.00	.00	.00	.0%
TOTAL PD ADMINISTRATIVE SERVICES			2,481,728	134,874	2,616,602	1,739,380.83	98,519.01	778,702.16	70.2%

12012453 PD PATROL SERVICES

12012453	511001	SALARIES - FULL	3,396,858	496,948	3,893,806	2,517,386.06	.00	1,376,419.94	64.7%
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FINANCIALS FOR FEBRUARY 2024

FOR 2024 08									
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	93,900.43	.00	59,895.57	61.1%
12012453	511003	SALARIES - EARL	105,158	0	105,158	49,256.61	.00	55,901.39	46.8%
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	120,689.96	.00	-9,143.96	108.2%
12012453	513002	OVERTIME - TRAI	78,940	0	78,940	50,256.81	.00	28,683.19	63.7%
12012453	513004	OVERTIME GRANT	0	0	0	.00	.00	.00	.0%
12012453	514000	EDUCATION INCEN	8,500	0	8,500	5,884.38	.00	2,615.62	69.2%
12012453	515001	ON CALL	7,800	0	7,800	12,800.00	.00	-5,000.00	164.1%
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	268,355.77	.00	229,825.23	53.9%
12012453	521200	DENTAL INSURANC	11,049	0	11,049	6,902.82	.00	4,146.18	62.5%
12012453	521300	LIFE INSURANCE	3,089	0	3,089	1,793.74	.00	1,295.26	58.1%
12012453	522000	SOCIAL SECURITY	56,320	0	56,320	40,896.72	.00	15,423.28	72.6%
12012453	523000	RETIREMENT CONT	1,181,540	8,790	1,190,330	855,515.60	.00	334,814.40	71.9%
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	4,047,930.88	.00	2,229,545.12	64.5%

FINANCIALS FOR FEBRUARY 2024

FOR 2024 08

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
1000 GENERAL FUND							
<b>12012553 PD SUPPORT SERVICES</b>							
12012553 511001 SALARIES - FULL	236,383	37,305	273,688	176,762.21	.00	96,925.79	64.6%
12012553 511002 SALARIES - PART	195,009	0	195,009	109,108.76	.00	85,900.24	56.0%
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	2,859.75	.00	140.25	95.3%
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	32,484.40	.00	17,799.60	64.6%
12012553 521200 DENTAL INSURANC	1,200	0	1,200	491.36	.00	708.64	40.9%
12012553 521300 LIFE INSURANCE	512	0	512	363.60	.00	148.40	71.0%
12012553 522000 SOCIAL SECURITY	32,831	0	32,831	21,077.89	.00	11,753.11	64.2%
12012553 523000 RETIREMENT CONT	32,688	2,625	35,313	23,826.58	.00	11,486.42	67.5%
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	1,793.63	.00	717.37	71.4%
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 FEBRUARY 2024

FOR 2024 08									
ACCOUNTS FOR: 1000	GENERAL FUND		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
12012553	573900	OTHER EQUIPMENT	0	0	0	.00	.00	.00	.0%
12012553	581000	DUES AND FEES	0	0	0	.00	.00	.00	.0%
12012553	589007	CITY WIDE PROGR	0	0	0	.00	.00	.00	.0%
TOTAL PD SUPPORT SERVICES			556,824	39,930	596,754	370,368.18	.00	226,385.82	62.1%
TOTAL GENERAL FUND			8,810,290	680,542	9,490,832	6,157,679.89	98,519.01	3,234,633.10	65.9%
TOTAL EXPENSES			8,810,290	680,542	9,490,832	6,157,679.89	98,519.01	3,234,633.10	

FINANCIALS FOR FEBRUARY 2024

FOR 2024 08

	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	6,157,679.89	98,519.01	3,234,633.10	65.9%
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DISPATCH FINANCIALS FOR FEBRUARY 2024

FOR 2024 08			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
ACCOUNTS FOR:	GENERAL FUND		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENC/REQ	BUDGET	USED
<b>12030153 DISPATCH CENTER</b>									
12030153	511001	SALARIES - FULL	559,304	48,015	607,319	359,889.26	.00	247,429.74	59.3%
12030153	511002	SALARIES - PART	2,000	0	2,000	13,829.54	.00	-11,829.54	691.5%
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	9,960.04	.00	-9,960.04	100.0%
12030153	511099	SALARIES - ADJU	0	0	0	.00	.00	.00	.0%
12030153	513001	OVERTIME - REGU	44,000	0	44,000	124,420.11	.00	-80,420.11	282.8%
12030153	513002	OVERTIME-TRAINI	0	0	0	4,799.12	.00	-4,799.12	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	62,076.00	.00	95,129.00	39.5%
12030153	521200	DENTAL INSURANC	3,207	0	3,207	1,523.37	.00	1,683.63	47.5%
12030153	521300	LIFE INSURANCE	1,360	0	1,360	664.86	.00	695.14	48.9%
12030153	522000	SOCIAL SECURITY	44,475	0	44,475	33,568.04	.00	10,906.96	75.5%
12030153	523000	RETIREMENT CONT	84,569	3,378	87,947	77,924.17	.00	10,022.83	88.6%
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	3,130.99	.00	2,893.01	52.0%
12030153	532001	STAFF DEVELOPME	5,542	0	5,542	478.00	2,368.98	2,695.02	51.4%
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	15,213.44	770.00	8,047.56	66.5%
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	567.88	.00	-67.88	113.6%
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	41.54	1,648.05	310.41	84.5%
12030153	561003	OFFICE SUPPLIES	1,750	0	1,750	222.76	230.53	1,296.71	25.9%
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	345.78	1,833.91	26.6%
12030153	573401	ADMIN EQUIPMENT	14,150	0	14,150	1,299.99	1,742.34	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	722,378.44	7,280.68	305,539.88	70.5%
TOTAL GENERAL FUND			983,806	51,393	1,035,199	722,378.44	7,280.68	305,539.88	70.5%
TOTAL EXPENSES			983,806	51,393	1,035,199	722,378.44	7,280.68	305,539.88	

DISPATCH FINANCIALS FOR FEBRUARY 2024

FOR 2024 08

	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	722,378.44	7,280.68	305,539.88	70.5%
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REVENUE FOR FEBRUARY 2024

FOR 2024 08							
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	-1,200	0	-1,200	-710.00	-490.00	59.2%	
12011 402110 INCOME FROM COPY M	-7,000	0	-7,000	-2,862.40	-4,137.60	40.9%	
12011 402111 OUTSIDE SECURITY S	-210,000	0	-210,000	-137,245.65	-72,754.35	65.4%	
12011 402112 OUTSIDE DUTY ADMIN	0	0	0	.00	.00	.0%	
12011 402115 ALARM FEES	-5,200	0	-5,200	-365.00	-4,835.00	7.0%	
12011 402120 WRECKER SERVICE IN	0	0	0	.00	.00	.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	-4,735.00	-7,265.00	39.5%	
12011 405201 COURT FINES	-5,500	0	-5,500	-5,534.42	34.42	100.6%	
12011 405202 PARKING TICKETS	-4,300	0	-4,300	-2,560.00	-1,740.00	59.5%	
12011 405203 EXCESS ALARM PENAL	-2,200	0	-2,200	.00	-2,200.00	.0%	
12011 406201 MISCELLANEOUS REVE	-2,200	0	-2,200	-2,333.44	133.44	106.1%	
12011 406209 POLICE RESTITUTION	-300	0	-300	-2,682.87	2,382.87	894.3%	
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	-159,278.78	-108,621.22	59.5%	
<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	-267,900	0	-267,900	-159,278.78	-108,621.22	59.5%	
TOTAL REVENUES	-267,900	0	-267,900	-159,278.78	-108,621.22		

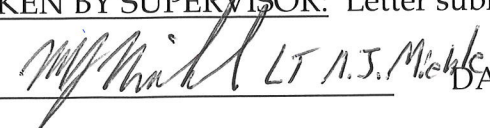



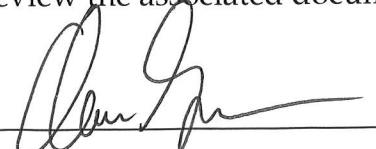
REVENUE FOR FEBRUARY 2024

	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	-159,278.78	-108,621.22	59.5%
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\*\* END OF REPORT - Generated by Rhonda Morganti \*\*



RECORD #	ROCHESTER POLICE DEPARTMENT	PERSONNEL RECORDS ENTRY FORM
1. <u>EMPLOYEE NAME</u> : Aaron Garneau		DATE: 2/14/2024 TIME: 0621
2. <u>TYPE OF ENTRY</u> <input checked="" type="checkbox"/> RECOMMENDATION <input type="checkbox"/> COUNSELING <input type="checkbox"/> TRAINING INTERVIEW <input type="checkbox"/> DISCIPLINARY <input type="checkbox"/> EVALUATION/FOLLOW UP <input type="checkbox"/> OTHER		
3. <u>NARRATIVE</u> : Sergeant Alexander and Officer Aaron Garneau were thanked for their assistance with an elderly dementia patient's husband after they assisted in locating her and returning her home. See 2024-002929		
4. <u>ACTION TAKEN BY SUPERVISOR</u> : Letter submitted to personnel record. SIGNATURE: <u></u> DATE: 2/14/24		
5. <u>COMMENTS/RECOMMENDATIONS OF PATROL COMMANDER</u> : Great job Aaron! SIGNATURE: <u></u> DATE: 2/14/24		
6. <u>COMMENTS OF DEPUTY CHIEF OF POLICE</u> : Great job, Aaron. Thank you for everything you do. SIGNATURE: <u></u> DATE: 2.18.2024		
7. <u>COMMENTS OF CHIEF OF POLICE</u> : Great job Aaron! SIGNATURE: <u></u> DATE: 2-20-24		
8. <u>ACKNOWLEDGMENT OF EMPLOYEE</u> : I have, this date, been made aware of the information contained on this record and afforded an opportunity to review the associated documentation. EMPLOYEE SIGNATURE: <u></u> DATE: 2/21/24		

Chief Boudreau

February 9, 2024

I would like to acknowledge and say thanks to two of your officers who assisted my wife in the early hours of Thursday Morning (after midnight) <sup>Feb. 8,</sup> She has Dementia and wandered out of the house. Your officers were called by a neighbor & quickly responded and safely returned her home. Sargent Alexander and Officer Garneau are certainly great examples of our Rochester Police force. We <sup>residents</sup> in the Park thank all of you. After this event, my family is in the process of installing alarms on all the doors following the advise from your officers.

Great job,

Thanks

RECEIVED

FEB 12 2024

OFFICE OF THE CHIEF  
ROCHESTER POLICE DEPT