

**ROCHESTER, NH POLICE COMMISSION**

**AGENDA**

**September 7, 2022 7:00 P.M.**

**CITY HALL COUNCIL CHAMBERS**

**1. CALL TO ORDER**

- A. Pledge
- B. Opening Prayer
- C. Roll Call by the Clerk

**2. PUBLIC COMMENT**

**3. ACCEPTANCE OF MINUTES:**

- A. June 1, 2022 (there was no Commission meeting in July or August 2022)

**4. OLD AND UNFINISHED BUSINESS:**

- A. Any Old Business before the Commission

**5. NEW BUSINESS:**

- A. Oaths of Office:
  - 1). Lt. Elizabeth Turner
  - 2.) Sgt. Carl Root
- B. Accept Retirement: Officer Andrew Jackson
- C. Accept Resignation: Sgt. Thomas Powers
- D. Archive Policies: Discussion
- E. Job Descriptions: Review and Approve
  - 1) Paperwork Services Officer – New Position
  - 2) Police Sergeant – amended
  - 3) Support Lieutenant
- F. Monthly Reports
  - 1). Operations
  - 2.) Administration
- G. Other

**6. CORRESPONDENCE:**

- A. Det. Decost is recognized for going above and beyond in a call for service assisting a victim.
- B. Officer Knox is thanked by a resident keeping her “distracted” dealing with a family emergency.
- C. Off. Kimbrough and Officer Vatcher are thanked for assisting a resident in need, also providing the resident some food.
- D. Officer Kimbrough is thanked for participating and helping student athletes celebrate at the Monarch School.
- E. Officer Rummo is thanked for ensuring the safety of a person obtaining services at the Family Justice Center.

F. Diversion Coordinator Nicole Rodler is recognized for the work that goes into coordinating National Night Out.

**7. INFORMATION:**

A. Information Other; enclosed with Agenda: Any discussion.

B. Other

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

A. RSA 91-A:3 (II-a) Personnel

B. RSA 91-A:3 (II-e) Legal



**Rochester Police Commission  
Rochester, NH 03867**

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

**MINUTES OF THE POLICE COMMISSION MEETING**

The Rochester Police Commission held their regular monthly meeting on Wednesday, June 1, 2022 at 7:00 P.M. in City Hall, Council Chambers. Participants in this meeting: Comm. Peters, Comm. Stevens, Comm. Winship, Chief Boudreau, Dep. Chief Thomas, Capt. Swanberry, Chaplain Cilley and Secretary Warburton.

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

All participated in the pledge of allegiance.

Chaplain Cilley led all in prayer.

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

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

**3. ACCEPTANCE OF MINUTES:**

A. May 4, 2022 regular meeting.

**Comm. Stevens MOVED to accept the minutes of the May 4, 2022 meeting. Comm. Winship SECONDED the motion. The motion to accept the minutes as presented PASSED 3-0 with Comm. Winship, Comm. Stevens and Comm. Peters all voting yes.**

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

**5. NEW BUSINESS:**

A. Monthly Reports

1). Operations. The honor guard did a flag detail for retiring Farmington Police Chief John Drury. They will be doing a flag detail for the CHaD (Children's Hospital at Dartmouth) football game later this month.

There are currently 55 cases open in investigations. There were three call outs this period and four backgrounds completed between dispatch and police officers.

There was light attendance this month in detectives as members attended training. Four attended a homicide course and one other attended 2 weeks of SWAT training.

**COMPSTAT:** Traffic crashes were down for the month. DWI crashes were consistent with prior months. We are monitoring DWI's found via crash vs those found otherwise.

Property crime was down 29%. The most notable decrease was in burglary and thefts from buildings. There are no concerning trends on violent crime.

Drug activity is consistent with prior months, although we are down 17% for the year. Drugs we consistently see are heroin, fentanyl, methamphetamines, marijuana, THC infused products and suboxone.

**COMMUNITY ENGAGEMENT OFFICER/PROBLEM ORIENTED POLICING UNIT:**

Officer Kimbrough is floating between patrol and CEO duties. He did attend the touch a truck event, has been working on the planning of Wings and Wheels and took part in the Drug Take Back Day.

**COMMUNICATIONS:** Staffing in dispatch remains at concern. There are currently three full time openings. We are filling shifts with overtime and the Supervisor filling in.

The Mobile Dispatch unit is still pending installation of the radio equipment that is on order with Motorola.

The dispatchers got a tour of the middle school and high school so as to familiarize themselves with the layout of the building.

Chief Boudreau added to the Communications update that we have talked with Human Resources and the City Manager because we are at critical staffing level in the Center. We have asked Captain Pinkham to bring forward ideas on how to address the issue. This area is a critical piece of our operations. We are looking at all options that are on the table. We may have to fill the shifts with officers, on overtime, that are trained in there. We also talked with the fire chief about the potential of using a couple of fire personnel who have dispatching experience in prior employment. Rochester is not alone in this, other agencies are struggling to fill these positions as well.

Comm. Stevens commented the job is as tough as any and very stressful.

Chief Boudreau concurred stating these folks are often the forgotten aspect for public safety but they are really the first first responders.

Comm. Peters said before emergency services gets on scene, without the dispatch taking the initial call, these services are going in blind. They all do an amazing job in very stressful situations.

**HIRING:** We have four backgrounds underway. We have one officer starting at the end of June who is slated for the August academy. One candidate with a conditional offer withdrew his application.

If all of these candidates pass the background it will fill all current open patrol vacancies.

**K9:** The training is still progressing. Ripley is closer to certification in obedience, agility, tracking and evidence detection. She did make an attempt at certification but needs more time in tracking. In the meantime she has been in and out of the cruiser and interacting with the public.

**SCHOOL RESOURCE OFFICERS:** Comm. Peters inquired into the SRO's. We had to pull the elementary school SRO for staffing. The High School and Middle School though stayed staffed. As school winds down for the year how is that going to be programmed.

Capt. Swanberry advised that both have been teaching LEAD, doing normal school perimeter checks and working with school staff on any issues that fall within their role.

Chief Boudreau said Officer Jackson is slated to retire in July. While the FY23 budget has not been adopted by Council yet it does contain a request for a part time school resource officer. The intent is that Officer Jackson will come back part time.

**TRAINING** The recruits who graduated from the academy on May 27 will be finishing up some in-house training and then move to field training for about 10-12 weeks. Our already certified officer is from Rochester, so we anticipate his time in field training will not be as long.

There was a plethora of other training in May. Just to highlight a few. We sent four officers to a homicide course in Nashua. By registering three we got one free slot. We received great feedback from the officers that attended that class. Two officers attended level 1 & 2 of SWAT Training. We also sent supervisors to FBI LEEDA training. There are varying levels for the new supervisor, intermediate and executive levels. Capt. Swanberry commented he had been to the first two, so attending the third completed the trilogy. It was nice to be out with others interacting and networking.

Comm. Peters commented he feels you get more in a hands on environment than you do with virtual.

Comm. Stevens commented that it's important as a commission that we support training, and that we do so at all levels from patrol to the top. It makes us better and is also a good motivator to receive different types of training.

2.) Administration: Dep. Chief Thomas stated there are just about 29 days left in this fiscal year and we are just over 90% spent in O&M. The only purchase over \$5,000 this period was for body cameras, and that was from an approved CIP budget.

B. July 2022 Meeting: Discuss and Vote if Regular Commission meeting will be held in July. Comm. Peters said that the Police Commission normally does not meet in July unless it is necessary. We will schedule if needed.

**Comm. Stevens MOVED to suspend holding a regular meeting in July 2022, unless necessary. Comm. Winship SECONDED the motion. The motion PASSED 3-0.**

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

1. Comm. Peters thanked all of our veterans for their service to this great Country.

2. Comp Stat Check-In. Chief Boudreau said a couple of months ago we changed the way we deliver the comp stat to the Commission to address the time gap and information being stale. We just wanted to touch base on how that is working for the Commission.

Comm. Peters commented that getting a quick overview synopsis from the Captain, such as was done this evening was helpful.

Comm. Stevens concurred. The more current reporting is better.

3. Body Cameras. Chief Boudreau reached out to the Department of Safety on the status of the grant funding. Initially we were supposed to hear by early May. They have pushed that back to after June 1. The legislature recently approved more money for this grant program. We hope to know by the end of this month if we were awarded any funding.

4. Updated Patch. Chief Boudreau said that we will roll this out via social media but we undertook a project to update our shoulder patch to bring out where we are on the patch. Before “Rochester” was hidden through the center. Now it is prominent right at the top, and the artwork is crisp. (See attached.)

Comm. Stevens commented that this was a good team effort. It will serve us well and he is happy with the changes.

Comm. Peters inquired into the timeline for having them all changed over.

Chief Boudreau said by the end of this month we should have all the short sleeve shirts done. As we move into the new fiscal year we will start on the winter long sleeve shirts.

## **6. CORRESPONDENCE:**

The following correspondence was received this period: Sgt. Robinson, Off. Gantert, Lt. Aucoin and Lt. Bossi are thanked by the Children’s Hospital at Dartmouth for Honor Guard presentation at the Battle of the Badges Hockey game 2022. Sgt. Benjamin is thanked for skating in the 2022 CHaD Battle of the Badges Hockey game. Off. Knox is thanked for her compassion during a motorist assist. Off. Marshall is thanked for his kindness responding to a resident request to renew trespass notices. Off. Gantert is thanked for his attendance as part of the Honor Guard for retiring Farmington Police Chief John Drury. Dep. Chief Thomas is thanked by IAFF Local 1451 for participating on the interview panel for selection of a new Fire Chief. Sgt. Cost is thanked by the International Outlaw Motorcycle Gang Investigators Association for presenting at their annual conference.

**7. INFORMATION:** None

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

**Commissioner Stevens MOVED to enter a nonpublic session at 7:21 P.M. pursuant to RSA 91-A: 3, paragraph II, section A (personnel). Comm. Winship SECONDED the motion. The motion PASSED by roll call vote Comm. Peters – yes, Comm. Stevens – yes, Comm. Winship – yes.**

**The non-public session closed at 7:49 P.M. on a MOTION by Comm. Stevens. Comm. Winship SECONDED the motion. The motion PASSED by roll call vote Comm. Peters – yes, Comm. Stevens – yes, Comm. Winship – yes.**

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

**9. MISCELLANEOUS:**

**Comm. Stevens MOVED to accept the evaluations of Officer Justin Livingstone (top of grade) and Officer Thomas Butcher (track 5). Comm. Winship SECONDED the motion. The motion PASSED by roll call vote Comm. Peters – yes, Comm. Stevens – yes, Comm. Winship – yes.**

**Comm. Peters MOVED to award merit increases to Lt. Michael Miehle (3.5%); Captain Andrew Swanberry (3.5%), Dep. Chief Thomas (3.5%) and Chief Gary Boudreau (3.5%). Comm. Stevens SECONDED the motion. The motion PASSED by roll call vote Comm. Peters – yes, Comm. Stevens – yes, Comm. Winship – yes.**

**10. ADJOURNMENT:**

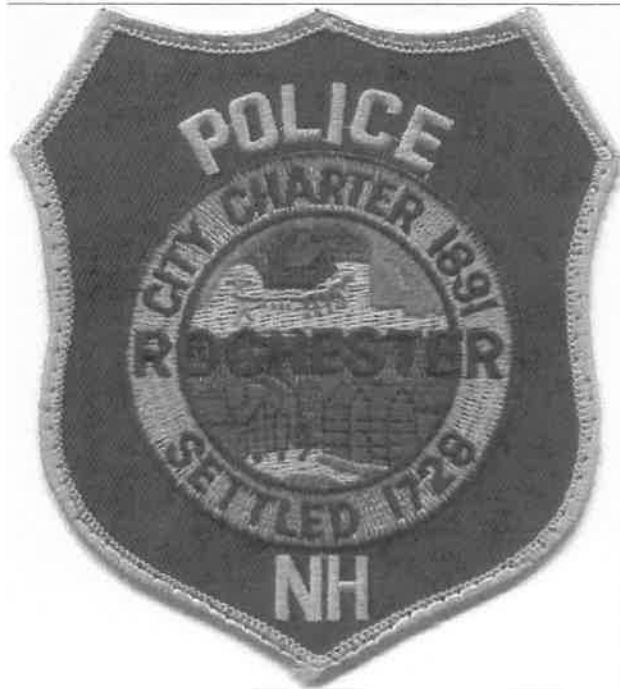
**Comm. Stevens MOVED to adjourn. SECOND by Comm. Winship at 7:52 P.M.**

Respectfully Submitted

Rebecca J. Warburton  
Secretary

APPROVED BY COMMISSION:

**Shoulder Patch Design Late 1970's to 2022**



**Shoulder Patch Design Beginning June 2022**







# ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET  
ROCHESTER NH, 03867-1933

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

*"Dedication, Pride, Integrity"*

POLICE COMMISSION

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

GARY M. BOUDREAU  
*Chief of Police*



September 7, 2022

I, **Elizabeth Turner** do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a **Lieutenant** with the Rochester Police Department, according to the best of my ability, agreeable to the rules and regulations of the Constitution and the Laws of the State of New Hampshire, so help me God.

\_\_\_\_\_  
**Elizabeth Turner**

## STATE OF NEW HAMPSHIRE

**STRAFFORD, SS:**

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

Before me

\_\_\_\_\_  
Andrea Mitrushi,  
Justice of the Peace



# ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET  
ROCHESTER NH, 03867-1933

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

*"Dedication, Pride, Integrity"*

POLICE COMMISSION

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

GARY M. BOUDREAU  
*Chief of Police*



September 7, 2022

I, **Carl Root** do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a **Sergeant** with the Rochester Police Department, according to the best of my ability, agreeable to the rules and regulations of the Constitution and the Laws of the State of New Hampshire, so help me God.

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

## STATE OF NEW HAMPSHIRE

**STRAFFORD, SS:**

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

Before me

\_\_\_\_\_  
Andrea Mitrushi,  
Justice of the Peace



# ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET  
ROCHESTER NH, 03867-1933

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

*"Dedication, Pride, Integrity"*

POLICE COMMISSION

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

GARY M. BOUDREAU  
*Chief of Police*



June 15, 2022

Chief Gary Boudreau  
Rochester Police Department  
23 Wakefield Street  
Rochester, NH 03867

Chief Boudreau,

06/15/2022

I would like to notify you that I will be retiring on July 15<sup>th</sup>, 2022 as a full time police officer. Upon my retirement, I will be excepting the part time position as the Spaulding High School Resource officer.

*Sincerely,*

A handwritten signature in black ink, appearing to read "Andrew Jackson", written over a horizontal line.  
Officer Andrew Jackson



GARY M. BOUDREAU  
*Chief of Police*

## ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET  
ROCHESTER NH, 03867-1933

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

*"Dedication, Pride, Integrity"*

REC-9  
J. Thomas  
CB  
8-2-22  
POLICE COMMISSION


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



Chief Boudreau,

Please consider this my formal notice of resignation from the Rochester Police Department effective after Wednesday 8/17/22. I cannot say thank you enough for everything you have done during my time with the Rochester Police Department.

Respectfully,

  
Sergeant Thomas Powers



*City of Rochester, New Hampshire*  
23 Wakefield Street . Rochester, NH 03867  
603-330-7128

[www.rochesterpd.org](http://www.rochesterpd.org)



---

---

**MEMORANDUM**

---

---

TO: ROCHESTER POLICE COMMISSION  
DEREK J. PETERS, CHAIR

FROM: GARY M. BOUDREAU  
CHIEF OF POLICE

DATE: 08/31/2022

SUBJECT: Archive Policies

---

Commissioners:

We are working on policy review and updates as needed that we will bring before the Commission over the next few months. There are three policies that I'm seeking your authorization to archive. These are areas that we no longer do, or that can be done by day to day operations, and don't require a policy. The policies are:

41.1.3.1 - Patrol OHRV Unit - The Department no longer has the OHRV

45.2.1.2 - DARE Program Regulations - The Department transitioned from DARE to the L.E.A.D. Program several years ago.

45.2.1.4 - Teddy Bear Program - This program can be effectively monitored without the need for a policy.

Archiving these policies will allow for them to be brought back in the future if needed.

## **JOB DESCRIPTION: PAPERWORK SERVICES OFFICER**

### **Statement of Duties**

Performs responsible work including delivering papers to witnesses, defendants, and other parties whose participation or input has been deemed necessary by courts. The Paperwork Services Officer must deliver court case-related documents by hand to those required by the court, and deliver back proof of service to whomever requested the service.

### **Supervision**

Works under general supervision of the Patrol Commander; or his/her designee, may be given specific work instructions on new assignments, but works with considerable independence in performing regular assigned duties. Works closely with Legal Department personnel to receive and prioritize deliverable paperwork.

Has access to highly sensitive and confidential information, release of which is governed by appropriate laws and regulations.

### **Job Environment**

While performing the duties of this job, the employee works both indoors, in a vehicle, and outdoors. The employee may be exposed to potentially life-threatening situations. The work requires the use of specialized law enforcement protective devices and equipment.

### **Essential Functions**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Receives paperwork to be served from various entities, and assumes responsibility for all paperwork awaiting service.

Distributes and serves paperwork with efficiency and in a timely manner.

Maintains records of all paperwork served, and provides notice of service to requesting entity.

Prioritizes paperwork services according to rules and laws governing the various types of paperwork to be served.

Render emergency, potentially life-saving aid to individuals encountered in the course of serving paperwork.

Provide testimony in criminal and administrative hearings.

Perform other such duties as required.

### **Recommended Minimum Qualifications**

#### **Education and Experience**

A candidate for this position must possess or have a full-time or part-time police officer certification from the New Hampshire Police Standards & Training Council, OR possess a part-time or full-time certification from another state and the ability to receive certification from the New Hampshire Police Standards & Training Council.

A candidate must meet Rochester Police Department and New Hampshire requirements for qualification with Department issued weapons, and be able to demonstrate possession of the required knowledge, skills and abilities to perform the work.

#### **Knowledge, Ability and Skill**

Working knowledge of modern police science techniques, methods, and procedures and the ability to carry out the same; knowledge of Federal, State, and City laws, ordinances, and Supreme Court Decisions relative to police officer enforcement responsibilities and restraints; ability to utilize self-defense techniques, skill and ability in the use of firearms; ability to operate a motor vehicle; ability to establish and maintain effective working relationships with other law enforcement agencies, other city, local, and federal agencies, fellow employees, and the general public.

#### **Other Specific Requirements**

- Must meet all established requirements for Certified Police Officer by the New Hampshire Police Standards & Training Council.
- Must possess good moral character (as determined by an extensive background investigation).
- Must possess a valid driver's license.
- Must satisfactorily complete the Rochester Police Department training program.
- Must meet Rochester Police Department and New Hampshire requirements for qualification with department issued weapons.
- Must meet other such requirements as determined by the Police Commission, the Chief of Police, and the Patrol Bureau Services Commander.

## **Physical and Mental Requirements**

Some physical effort is required in ultimately sitting, standing, and walking while performing under generally good conditions under all types of climatic conditions. Physical demands generally involve standing, walking, sitting up, reaching with hands and arms; talking or hearing and using hands to finger, handle, or feel. Force is seldom exerted beyond 30 pounds and on occasion, incumbent must exert physical effort to pursue and apprehend potential violators or to subdue a volatile family dispute or other types of emergency situations. The possibility of high risk and serious injury to one's self is a constant factor in this work. The position has no special vision requirements.

*This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*



## **JOB DESCRIPTION: POLICE SERGEANT**

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

Performs responsible technical and supervisory police work directing, assisting in the direction of, or participating in the activities of the Police Department on an assigned shift or assignment. He/She is responsible for the line operation of the Police Department during his/her assigned shift.

### **SUPERVISION RECEIVED:**

Works under the general supervision of the Patrol Commander; or his/her designee may be given specific work instructions on new assignments, but works with considerable independence in performing regular assigned duties. Work is performed in accordance with established rules, regulations and instructions from superior officers who review the work through reports, conferences and observation of police efficiency.

### **SUPERVISION EXERCISED:**

Provides direct supervision to Uniformed Police Officers and Communications Specialists in the absence of their supervisor depending on the experience of the officer and the activity involved in; gives advice and assistance when necessary; assists in evaluating performance and recommending discipline.

### **EXAMPLES OF DUTIES:**

1. Conducts daily roll call activities which include: instructing subordinates in modern police methods and techniques, familiarizing subordinates with recent changes in law, ordinances and Supreme Court decisions; inspects the appearance of the Police Officers and condition of all equipment to be used during the shift; relays and explains new policies, orders and directives.
2. Assists Patrol Commander in determining personnel and equipment assignments; review of investigation and arrest reports to determine the need for further investigation and the efficiency of the investigating officer; assigns Police Officers as warranted.

3. Maintains contact with Police Officers throughout the shift providing supervision, advice and assistance as necessary.
4. Assists Police Officers in serving warrants, apprehending criminals, conducting raids, controlling mob violence and transporting prisoners.
5. Insures all reports submitted are in accordance with Department Standard Operating Procedures, Policies and regulations and statutory requirements are complete and accurate; may follow-up where additional investigation is needed; interviews and interrogates victims, witnesses and suspected offenders. Insures arresting Police Officer knows all necessary court data, witnesses are subpoenaed and evidence is collected. Appears in Court to testify in traffic and criminal cases.
6. Provides guidance and direction of officers in dealing with such problems as discipline, assignments, progress of investigations and report writing; makes recommendations to superiors on performance evaluation and disciplinary actions.
7. Prepares and maintains various reports and records.
8. Communicates and cooperates with other Police Agencies.
9. Performs other related duties, as required.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

Considerable knowledge of modern police practices, techniques and methods; considerable knowledge of motor vehicle laws, criminal laws, ordinances and Supreme Court decisions, particularly the laws of arrest and search and seizure. Thorough knowledge of the geography of the City; complete knowledge of the rules and regulations, policies and Standard Operating Procedures of the Police Department. Ability to plan, assign, and supervise the work of subordinates, including civilian personnel, and to command their respect. Ability to analyze situations quickly and objectively and to determine proper course of action to be taken; ability to deal firmly and courteously with the public and subordinates; ability to obtain information through interview and interrogation; ability to speak and write effectively; ability to instruct; ability to meet specific physical requirements that may be established by competent authority. Knowledge of first aid techniques. Skill in the use and care of a firearm.

Rochester Police Department  
Job Description: Police Sergeant

**MINIMUM QUALIFICATIONS:**

1. Must be a certified Police Officer as described in RSA 105-A for a minimum of three consecutive years with the Rochester Police Department. ("consecutive" Approved by Commission 01/04/95.), with a minimum of three years of full time police experience and have completed any probationary period.
2. Satisfactorily complete all testing requirements as designated by the Police Commission and the Chief of Police.
3. Meet other such requirements as determined by the Police Commission, Chief of Police and Patrol Commander.

**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 M. BOUDREAU  
CHIEF OF POLICE

Accepted by the Police Commission: 11/09/88

Revised: 9/7/22, 1/2/22\*, 1/2/17\*, 11/05/12\*, 05/07/2003, 07/10/1996, 01/04/1995, 10/05/1992, 09/22/1988

\*Chief name change only

Rochester Police Department  
Job Description: Police Sergeant

**SUPPORT LIEUTENANT**  
**ASSIGNMENT RESPONSIBILITIES**  
**(A TEMPORARY ASSIGNMENT)**

**FUNCTION OF THE JOB:**

The Support Lieutenant is responsible for the mid-level supervision of the Support Division personnel and day-to-day supervision and management of the Support Division, as assigned or, for performing specialized police work of comparable responsibility. The Support Lieutenant promotes the department's managerial philosophy and is expected to exert his/her authority to ensure the proper efficiency, discipline, appearance, and conduct of personnel.

Employees in this job will be overseeing and performing investigations of alleged violations of the New Hampshire criminal laws. The work requires knowledge of investigative techniques and Federal and State laws and knowledge of supervisory techniques and personnel policies and procedures.

Considerable independent judgement, initiative, and understanding must be exercised in interpreting orders, rules, regulations, and laws in meeting emergency situations. Work is performed in accordance with established rules, regulations and instructions from superior Officers who review the work through reports, conferences and observation of Police efficiency.

**SUPERVISION RECEIVED:**

Works under the direct supervision of the Support Division Bureau Commander.

**SUPERVISION EXERCISED:**

Exercise general supervision over a watch command of support personnel, to include but not limited to, Support Sergeant positions, as well as Detective, Community Engagement (CEO), Problem Oriented Policing (POP) positions, civilian support positions and other specialized units.

**EXAMPLE OF DUTIES:**

- A. Any one position may not include all the duties listed, nor do the listed examples include all the duties which may be found in positions of this class.
1. Assumes command responsibility for the Investigative Service Bureau and Support Division.

2. Determines personnel and equipment assignments, reviews progress of individual criminal investigations and arrests with individual criminal investigators who have been assigned the case. Will also assist in the determination of case disposition and provide testimony in criminal and administrative hearings.
3. Coordinates, directs, and participates in the work of investigative personnel engaged in the investigation of crimes and other offenses against persons and property, reviews reports ensuring completeness in accordance with department regulations and statutory requirements.
4. Supervises special assignment details, directs undercover operations on establishments or residents violating the law, supervises the gathering of intelligence materials, coordinates activities with other law enforcement agencies to facilitate the flow of information concerning criminal activity and the cooperative enforcement of State and Federal laws.
5. Exercise thorough knowledge of State and Federal laws, Supreme Court decisions and City ordinances, interpreting same to subordinates and the public.
6. Prepares or supervises the preparation and maintenance of specialized records for the Support Division, such as budget requests, schedules, court documents, sexual offender requirements, affidavits, complaints, arrests and the management and presentation of Grand Jury cases.
7. Knowledgeable and experienced in the investigation of citizen complaints and internal affairs/administrative investigations. Provides assistance to persons who have questions or complaints concerning the department. Investigates public complaints concerning the conduct of Police personnel.
8. Informed on police practices related to receipt, storage and disposition of evidence and property.
9. Active and involved in the community with frequent interaction with governmental, business, schools, volunteer organizations, and other community stakeholders.
10. Involved in community activities, festivals, and police department outreach efforts
11. Recommends and/or provides training programs, identifies training needs and objectives, constructs lesson plans, evaluates performance progress of individuals within the Investigative Services Bureau and Support Services Division.
12. Receives and discusses with investigators problems in discipline, assignments, progress on investigations and report writing. Will make suggestions to the Bureau Commander for improvement in general department policies and procedures.
13. Serves as a representative of the department at meetings, and functions with the public and other public safety organizations.
14. Act as a department liaison to other agencies, to include but not limited to the AG's Office, Strafford County Attorney's Office, Strafford County Sheriff's Office and Division of Children and Youth Services.

15. Be available to work in an on-call capacity after hours via phone when needed and work in an on-call capacity after hours and available to respond to call outs when needed.
16. Perform other related duties, as required.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Considerable knowledge of modern Police practices, techniques and methods, thorough knowledge of controlling laws, ordinances, and court decisions, particularly concerning arrest and evidence along with search warrant applications and execution.
2. Thorough knowledge of the geography of the City and the rules and regulations of the department,
3. Able to plan, assign and supervise the work of subordinates and to command their respect
4. Able to obtain information through interview and interrogation and to deal firmly and courteously with the public and subordinates,
5. Able to speak and write effectively
6. Able to analyze situations quickly and objectively and to determine proper course of action,
7. Able to develop and maintain effective working relationships with employees, City officials and the public,
8. Able to instruct successfully
9. Skilled in the use and care of and ability to utilize a firearm.

**MINIMUM QUALIFICATIONS:**

1. Must have five years of progressively responsible experience in law enforcement work, including one year of supervisory experience, and must have attained the rank of Sergeant
2. Must be a graduate of an approved management course and/or Police administrative management school or a combination of college level credits in Police Science Administration and related fields and experience which demonstrates possession of the required knowledge skills and abilities
3. Meet any such other requirements as determined by the Rochester Police Commission and the Chief of Police.

**REQUIRED LICENSES AND CERTIFICATIONS:**

1. Must possess a valid motor vehicle operator's license
2. Must have appropriate certification or ability to receive certification as a Police Officer in New Hampshire from the New Hampshire Police Standards and Training Council.
3. Must meet Rochester Police Department and State of New Hampshire requirements for qualification with department issued weapons.

**PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS:**

1. 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.
2. Must be physically capable of performing the duties of a sworn law enforcement officer.

---

Approved: Gary M. Boudreau  
Chief of Police

**Patrol Division  
Monthly Report  
July 2022**

**R.U.N. Program:** All RUN meetings are currently on hold.

**Honor Guard:** The Honor Guard assisted with the opening ceremony for the Children's Hospital at Dartmouth-Hitchcock (CHaD) All-star High School Football game held at Saint Anselm College in Manchester on June 25, 2022.

The Honor Guard also did the final salute and escort with the Motor Unit for Officer Andrew Jackson's retirement.

**RPOA:** Lt. Bossi attended this month's meeting along with Sergeant Jacob Benjamin where he was introduced so that there was another contact person here at the Police Department. During the meeting, Lt. Bossi talked about crime prevention items and the meeting talked about different types of case law.

**K-9:** Ripley had her spay and gastropexy surgery this month. This is a substantial recovery and she has needed to rest during this period. She will resume training shortly.

Ripley and Ofc. Hatch participated in a tri-centennial parade in Barrington on 7/23/22.



## **SUPPORT SERVICES DIVISION**

### **MONTHLY REPORT JULY 2022**

#### **INVESTIGATIVE SERVICES BUREAU (ISB):**

- 24 TOTAL CASES SENT TO ISB FROM PATROL OR DETECTIVE GENERATED
- 57 TOTAL CASES BEING INVESTIGATED CURRENTLY
- There were two ISB callouts during this reporting period
- 0 Evidence callouts
- 3 Background investigations (Police, Dispatch)
- 4 compliance checks

#### **EVIDENCE:**

- Number of pieces taken in: 257
- Number of pieces returned: 41
- Number of pieces destroyed: 70

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

- Both the CEO and POP Unit were temporarily re-assigned full time to the Patrol Division in September 2021 to assist with the ongoing staffing shortage. It is still not known when we will be in a position to staff those, however candidates have been selected for when the time comes.
- Officer Brandon Kimbrough has been selected as the new CEO, however he will not officially be taking over that role until staffing improves.
- Officer Kimbrough and Sgt. Benjamin participated in a site assessment of the Anchorage Inn with zoning and planning, code enforcement, health inspector, and the Fire Department.
- Sgt. Benjamin completed a walkthrough and CRASE site assessment at the Trinity Anglican Church at their request.
- Sgt. Benjamin assisted on oral board interviews for new officers.
- Sgt. Benjamin sat as the police representative on the life safe committee and also attended the Landlord/Tenant association monthly meeting with Lt. Bossi in order to one day become the departments law enforcement liaison to the LL association.
- Officer Kimbrough and Sgt. Benjamin are in the final stages of preparing for National Night out with Nicole Rodler.

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

- The center is currently short staffed by 5 dispatchers. Our newest dispatcher hire in field training is in his 4<sup>th</sup> week of training and is progressing. We have two additional conditional offers out to applicants and one in the final stages of background process.
- Dispatchers are picking up many vacant shifts, as much as they can. We are also training a list of Firefighters and Patrol Officers that are willing to come in and help and have had an interest from a former dispatcher from RPD and a firefighter from another department that has prior experience to work per diem.

- We have been maintaining staffing minimums with the remaining staff and the supervisor covering shifts and have opened shifts to patrol to help cover.
- We have started the process of discussing the construction of the third floor and what the timeline looks like.
- The mobile command unit was dispatched to the Lilac City Fun Festival for its maiden voyage, and we were able to iron out a few kinks.

## JUVENILE PROSECUTION/ SCHOOL RESOURCE OFFICERS/ EXPLORERS

### Juvenile Prosecution:

#### New cases:

#### Petitions:

\*\*There have been many changes made to the Juvenile Justice System and Juvenile Law that began in January 2022\*\*

#### New Cases:

- 34 petitions to DHHS under new system
- 2 petitions to court

Diversion: 2 DHHS under new system

CHINS: 2

Trials, Hearing and Arraignments: 24

#### Completed Investigation District Courts Cases:

6 Motions to Impose

1 Motion to Bring Forward for Trial

3 Contempt investigations/warrants

1 Bail Jumping investigation/warrant

#### Miscellaneous:

- 22 hours: doing District Court/Prosecution work typically done by an Administrative Assistant
- 6/30 covered District Court for Attorney Miturshi
- 6/11 participated in Department oral boards for new hires
- 7/3 to 7/8 Colorado for NASRO conference

**SRO highlights:** SRO's are not working in the schools during summer break

#### Explorer Post: Officer Jackson

- No meetings due to school summer break

## DIVERSION PROGRAM/TEEN DRUG COURT

- Staff continues to work with the State Transformation team and sits on the Governor's Juvenile Justice Reform Commission working on transforming juvenile justice and services for youth in the State. Staff is part of the Ethnic, Racial and Diversity Workgroup as well, working on a summit for the fall with the group to bring all those working on anti-racial work together to share resources in NH.

- Staff is scheduled to present on 8/9 at the NH Juvenile Police Officers Assoc Conf for one session of Rochester's Diversion practices along with Lt Gould, Officer Colson, and the State-wide Diversion Network Exec Director to present "Successful Alternatives to Sentencing".
- Staff attended another Mental Health Alliance meeting to discuss resources and further planning for the City-wide Mental Health Summit to be held in the fall.
- Staff is prepared for this year's National Night Out, August 2<sup>nd</sup> with community partners. All the traditional activities including dance demos, wildlife exhibit, bandstand live music, the dunk tank and more family-friendly activities are planned!
- Staff is working with City Staff in developing a local podcast series on what City services we have and utilize to help youth and families with the intent to decrease the knowledge gaps around the community.
- Staff has been covering Teen Travel Camp from June through August with 13 teens traveling around to positive pro-social activities and developing rapport with the teens, so when school starts the teens will be connected to Staff and other adults they can turn to when needed.
- Staff attended the National School Resource Officer's Conference in Colorado, 6 days filled with resources and national perspectives on school safety, drug trends, technology trends, the state of mental health for our youth and how to help them, and great networking with resources and other jurisdictions.

#### HOUSING:

- Officer Babine has reported there was an increase in activity at the properties, but much of what has been occurring has been easily solved by him and has not required calls for service for Patrol.
- Officer Babine has taken advantage of residents being out in the nice weather and has been interacting a lot, specifically with a lot of children. On one of these occurrences, Officer Babine gave some children a pickle ball set at Cold Spring Circle who were bored and looking for something to do.
- We now have a new resident Police Officer at Wyandotte Falls. Officer Tomas Velasquez made two arrests on transient people he caught inside the building while he was on duty. His presence inside the building has already paid off and the resident's response to the officer being there seems to be positive.
- Officer Babine had a productive problem-solving meeting at Cold Spring Circle that involved two residents in an ongoing dispute that had generated several calls for service during this reporting period. Officer Babine and the housing team met with the individuals and the meeting ended on positive terms.
- Officer Babine completed 17 Rochester Authority background checks during this reporting period for new potential new residents.
- There were 50 calls for service at the housing properties during this reporting period with the majority remaining at Cold Spring Manor and Wyandotte.

Respectfully Submitted,

Captain Todd Pinkham  
Support Services Division

## ADMINISTRATIVE MONTHLY REPORT

July 2022

### Financial/Purchasing:

- The beginning of a new fiscal year (FY23) is always busy with completing purchase orders and paying all our yearly service fees.
- We had several purchase orders over \$5,000; they were either paying services fees, such as Tri Tech for our software systems, or building blanket purchase orders for things like electricity bill, heating fuel, etc...
- 7/29/22 was the deadline to close out all FY22 purchase orders, and to have paid any outstanding balances—this was completed on time by Account Clerk Rhonda Morganti

### Training/Hiring:

- Our most recent police academy graduates: Officers Bibeau, Vatcher, Masse, and Wilson have been in phase 2 of FTO (Field Training). NH Certified Officer Shane Downs is tentatively schedule for his Training Review Board, to go on solo patrol, on August 12, 2022.
- Our 4 recruits (Officers Lombardi, Dale, Marsh, and Terrero) in the 189<sup>th</sup> New Hampshire Police Academy are halfway done, 8 weeks down and 8 weeks to go.
- On Monday August 1<sup>st</sup>, two more recruits, Officers Howardkoppes and McPherson start the 190<sup>th</sup> New Hampshire Police Academy. This means NH PSTC will have two sessions going on at the same time—this was done so they could get a 4<sup>th</sup> academy session in instead of the usual 3 sessions.
- From 07/11/22 to 07/15/22, Officer Matthew Kimball and Officer Timothy Rummo participated in the Crisis Intervention Team (CIT) Certification Training (40 hours) held at the Lee Police Department in conjunction with the New Hampshire Chapter of the National Alliance on Mental Illness (NAMI) and New Hampshire Fire Academy.
- From 07/11/22 to 07/15/22, Officer Aaron Garneau and Officer Spencer Aube, both certified firearms instructors, attended the Advanced Law Enforcement Rapid Response Training (ALERRT) Level 1 – Active Shooter “Train the Trainer” training course at the New Hampshire Police Standards and Training facility in Concord.
- From 07/18/22 to 07/22/22, Officer Thomas Seager, Officer Douglas Crawford, and Officer Jeffrey Slankard attended a train the trainer course titled “Solo Officer Rapid Deployment (SORD)” through the Advanced Law Enforcement Rapid Response Training (ALERRT) at the New Hampshire Police Standards and Training facility in Concord.
- From 07/18/22 to 07/21/22, Animal Control Officer (ACO) Sue Paradis attended the New England Animal Control and Humane Academy (NEACHA) Conference at the University of New Hampshire.
- From 07/25/22 to 07/29/22, Officer John Gantert completed the Firearms Instructor Certification course at the New Hampshire Police Standards and Training facility.

Respectfully Submitted,

Jason Thomas  
Deputy Chief of Police

**Patrol Division  
Monthly Report  
August 2022**

**R.U.N. Program:** All RUN meetings are currently on hold.

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

**RPOA:** Lt. Bossi attended this month's meeting along with Sgt. Benjamin. The majority of the meeting was comprised of discussing property owner forms and procedures. Information was provided on methods to address drug-related issues occurring on rental properties. Sgt. Benjamin provided a brief overview of the Community Engagement Officer position and the benefits of having a CEO in the department. The next meeting is scheduled for 9/8/2022 at 0800 hours.

**K-9:** Officer Hatch and K-9 Ripley successfully completed their tracking certification, which allows them to conduct live tracks. They participated in National Night Out where many people met Ripley and spoke with Ofc. Hatch.

Ofc. Hatch and Ripley were requested for a track after a suspect took off running from a traffic collision; however, other officers located the suspect just prior to K-9 deployment. The K-9 team also responded for a separate track involving individuals who fled from a motor vehicle. The track was completed but unfortunately, the suspects were not located.

Respectfully Submitted,

Captain Andrew Swanberry

**SUPPORT SERVICES DIVISION  
MONTHLY REPORT  
AUGUST 2022**

**INVESTIGATIVE SERVICES BUREAU (ISB):**

- 44 TOTAL CASES SENT TO ISB FROM PATROL OR DETECTIVE GENERATED
- 73 TOTAL CASES BEING INVESTIGATED CURRENTLY
- 22 Cases presented at Grand Jury = 22 True Bills
- There were four ISB callouts during this reporting period
- 2 Evidence callouts
- 3 Background investigations (Police, Dispatch)
- 3 compliance checks
- 5 phones analyzed using the Cellebrite software

**EVIDENCE:**

- Number of pieces taken in: 219
- Number of pieces returned: 66
- Number of pieces destroyed: 67

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

- Both the CEO and POP Unit were temporarily re-assigned full time to the Patrol Division in September 2021 to assist with the ongoing staffing shortage
- Officer Brandon Kimbrough has officially transitioned out of patrol and into the Community Engagement Officer, CEO, position. He has spent the beginning of this time finishing the active investigations he had from patrol and has nearly completed those cases.
- Officer Kimbrough and Sergeant Benjamin attended a site assessment with the fire department, code enforcement, public health inspector, and zoning and planning.
- Officer Kimbrough attended a drug training with Nicole Rodler for City and State staff.
- Sergeant Benjamin has covered evidence while evidence technician Cilley was on vacation.

**COMMUNICATION CENTER - DISPATCH:**

- The center remains short staffed by 5 dispatchers as we had a new hire resign after working only a week into training. Our other new dispatcher in training has progressed from FD/EMS to dispatching police and is progressing nicely. We have two additional conditional offers out to applicants and have also acquired two new per diem dispatchers as well, both with prior dispatching experience.
- Dispatchers are picking up many vacant shifts and working as much overtime as they can to help fill those open positions. We are also training a list of Firefighters and Patrol Officers that are willing to come in to help if they can as well.
- The supervisor continues to cover many shifts as well to help reduce the burnout within the center.
- We have started the process of discussing the construction of the third floor and what the timeline looks like.

## JUVENILE PROSECUTION/ SCHOOL RESOURCE OFFICERS/ EXPLORERS

### Juvenile Prosecution:

#### New cases:

Petitions:

New Cases:

- 3 petitions to DHHS under new system
- 37 petitions to court

Diversion: 3 DHHS under new system

CHINS: 1

Trials, Hearing and Arraignments: 21

Completed Investigation District Courts Cases:

5 Contempt investigations/warrants

Miscellaneous:

- 15 hours: doing District Court/Prosecution work typically done by an Administrative Assistant
- Covered District Court for Attorney Mitrushi on a few occasions
- Participated in National Night Out/dunk tank
- Participated in oral boards for new hires

**SRO highlights:** SRO's are not working in the schools during summer break

#### Explorer Post: Officer Jackson

- No meetings due to school summer break

### DIVERSION PROGRAM/TEEN DRUG COURT

- Staff continues to participate in the Probation Transformation planning and roll out work. Staff presented with the team an initial results session with all the first round jurisdictions and is preparing for the last roll out to occur in October.
- Staff presented at the NH Juvenile Police Officers Assoc Conference on a panel on Rochester Diversion along with Lt Gould, Officer Colson, and the State-wide Diversion Network Exec Director on "Successful Alternatives to Sentencing".
- Staff continues to meet with the Rochester Mental Health Alliance and is part of the planning group for the City-wide Mental Health Summit to be held in the fall.
- Staff held National Night Out, August 2nd with community partners, and attendance was gauged at about 4-5K attendees throughout the night. The event was very successful with celebrations of community and police partnerships.
- Staff was interviewed for a state-wide podcast on Diversion to be recorded in September.
- Staff started planning for **November's National Runaway Prev Month** with Waypoint. We are looking to hold another month long awareness campaign with an outreach event this year held at their new location on Wallace Street.
- Staff trained the Headstart Home visiting Staff on current drug trends
- Staff closed out the last of 7 Teen Travel events for the summer.

- Staff has been working with the state-wide Equality and Diversity Committee on developing an anti-bias training for law enforcement that will meet the NHPST Academy's requirements. The first pilot sessions will be held in October, invitations will be coming to Chief and Training Sgt.

### **HOUSING:**

- There has been less activity at most of the housing locations this reporting period. A significant reason for this is because Officer Babine has been present at various hours of the day and various days/evening of the week at the different locations. While there, he is able to quickly and efficiently address many problems that are brought to his attention without requiring a call for service and without needing Patrol to assist further.
- Officer Babine continues to maintain high visibility in the housing community through foot beats, speaking with residents, and patrolling in the housing vehicle. Officer Babine also attended a board meeting and established new relationships there.
- Officer Babine continues to investigate several on-going cases, however one prior ongoing tenant issue that Officer Babine helped to resolve has appeared to work.
- Officer Babine has completed 10 housing application backgrounds this evaluation period.
- There were 32 calls for service for the housing properties with the majority coming from Wyandotte Falls and Cold Spring Manor second.

Respectfully Submitted,

Captain Todd Pinkham  
Support Services Division



## ADMINISTRATIVE MONTHLY REPORT

August 2022

### Financial/Purchasing:

- We ended FY22 in good financial standing. I do not have exact numbers, but it's safe to report we turned back over \$500,000 mainly due to open positions.
- Finance approved the purchasing waiver to utilize the State bid held by McFarland Ford for two of our three cruiser purchases. In anticipation of our purchasing them, McFarland Ford ordered the last two 2022 models available. These are the last 2022 models we can receive. We've been told by two Ford dealerships the 2023 models will be up about \$10,000 in price.
- Towards the end of July, we received notification from the Department of Justice that we were eligible to receive 2022-2023 JAG grant in the amount of \$27,300. The City Manager authorized our application. As we do every year, we solicited input from department members and we will hold a Public Hearing to solicit input as well. We have submitted for approval the funds for new gas masks and filters for SWAT members (their current masks are over 20 years old and are failing); FARO technologies to provide on-site training for up to six officers on mapping crime and accident scenes in 3D. This will include basic hardware and scene software; we plan to select a new polygraph examiner and planned for funds towards this; IPTM on-line classes to have two selected officers take advanced classes for the accident reconstruction team (TAR).
- Purchases over \$5,000; Eagle Point Gun for our annual ammo purchase, and NEVO for outfitting the new administrative vehicle purchased from FY22 CIP (still waiting on delivery for the vehicle).

### Training/Hiring:

- On 08/01/22, Officer Alexander Howardkoppes and Officer Steven McPherson started the 190<sup>th</sup> New Hampshire Police Academy. By the end of August, they both will have completed five (5) weeks of academy training.
- As of 08/31/22, Officers David Lombardi, Brian Dale, Manolin Terrero, and Zachary Marsh will have completed 13 weeks at the 189<sup>th</sup> New Hampshire Police Academy. Their graduation date is 09/23/22.
- From 08/01/22 to 08/02/22, Officer Thomas Seager and Officer Douglas Crawford attended a training course titled "All Types of Drug Interdiction Class" hosted by New England HIDTA and BBS Narcotics Enforcement Training and Consulting.
- From 08/01/22 to 08/03/22, Sgt. Christopher Cost was invited to give a presentation on outlaw motorcycle gangs to the annual Florida Gang Investigators Association (FGIA) in Bonita Springs, Florida. This was no cost to our agency—the FGIA paid for Sgt. Cost's travel and expenses which is normal for a presenter.
- Officer Michael Brinkman attended the New England Crisis Negotiators Association (NECNA) Summer Scenario Training on 08/05/22 at the Salem, New Hampshire High School as it relates to the Strafford County Regional Tactical Operations Unit (SCRTOU).
- On 08/10/22, Officer Jonathan Marshall participated in a virtual training on "Investigative Interviewing and Positive Persuasion" presented by the Reid Training Group.
- On 08/15/22, Officer James Murphy was recertified as an Oleoresin Capsicum (OC) Instructor at the New Hampshire Police Standards and Training facility in Concord. His instructor certification is valid until 2025.

- On 08/19/22, Officer James Murphy and Officer Spencer Aube were recertified as TASER X26 instructors through AXON at the Pelham Police Department. Their certifications as instructors are good for two (2) years.
- On 08/15/22, Officer Jonathan Marshall attended the Administration of Physical Fitness Testing certification course at the New Hampshire Police Standards and Training Facility in Concord.
- On 08/24/22, the annual PRIMEX School Crossing Guard Training was conducted at the police department with training representative David Witham as the presenter. Of the eleven (11) school crossing guard positions for the city, only three (3) positions are filled. Of the remaining eight (8) vacancies, no applications of interest have been received by either human resources or the police department in over two (2) years.
- Throughout the month of August Officer Shane Downs, Officer Khristine Bibeau, Officer Zachary Masse, and Officer Zachary Vatcher successfully completed their field training phase and were released to solo patrol. Officer Zachary Wilson still needs more time, but he'll have a setback due to Military mandated training for the next 2.5 weeks.

### **OTHER**

- The Granite State Fair at the Fairgrounds is slated for two long weekends in September: Sept. 15-18 and Sept. 22-25. The schedule will look similar to last years, and we made no changes to the staffing for this year.

Respectfully Submitted,

Jason Thomas  
Deputy Chief of Police

**August 2022**

**Expense & Revenue Reports**

FINANCIALS FOR AUGUST 2022

FOR 2023 02

ACCOUNTS FOR: 1000 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
<b>12010053 PD ADMINISTRATIVE SERVICES</b>							
12010053 511001 SALARIES - FULL	818,358	0	818,358	141,886.85	.00	676,471.15	17.3%
12010053 511002 SALARIES - PART	116,019	0	116,019	22,701.04	.00	93,317.96	19.6%
12010053 511003 SALARIES - EARL	0	0	0	.00	.00	.00	.0%
12010053 511004 SALARIES - HOLI	0	0	0	.00	.00	.00	.0%
12010053 511005 SALARIES - OUTS	210,000	0	210,000	10,872.66	.00	199,127.34	5.2%
12010053 511099 SALARIES - ADJU	0	0	0	.00	.00	.00	.0%
12010053 513001 OVERTIME - REGU	0	0	0	.00	.00	.00	.0%
12010053 513002 OVERTIME - TRAI	0	0	0	.00	.00	.00	.0%
12010053 513004 OVERTIME GRANT	0	0	0	.00	.00	.00	.0%
12010053 514000 EDUCATION INCEN	7,500	0	7,500	1,442.25	.00	6,057.75	19.2%
12010053 516000 LONGEVITY	3,475	0	3,475	1,700.00	.00	1,775.00	48.9%
12010053 521100 HEALTH INSURANC	76,811	0	76,811	11,717.83	.00	65,093.17	15.3%
12010053 521200 DENTAL INSURANC	1,808	0	1,808	251.12	.00	1,556.88	13.9%
12010053 521300 LIFE INSURANCE	1,841	0	1,841	270.53	.00	1,570.47	14.7%
12010053 522000 SOCIAL SECURITY	16,588	0	16,588	2,545.17	.00	14,042.83	15.3%
12010053 523000 RETIREMENT CONT	350,298	0	350,298	49,368.92	.00	300,929.08	14.1%
12010053 523300 RETIREMENT STAT	0	0	0	.00	.00	.00	.0%
12010053 525000 UNEMPLOYMENT CO	0	0	0	.00	.00	.00	.0%
12010053 526000 WORKERS' COMPEN	87,227	0	87,227	.00	.00	87,227.00	.0%
12010053 528001 DISABILITY INSU	5,976	0	5,976	754.09	.00	5,221.91	12.6%
12010053 531002 STIPEND	0	0	0	.00	.00	.00	.0%
12010053 532001 STAFF DEVELOPME	23,101	0	23,101	5,670.00	1,230.00	16,201.00	29.9%
12010053 532200 CONTRACTED SERV	77,665	0	77,665	66.00	315.60	77,283.40	.5%
12010053 533003 PHOTO DEVELOPME	300	0	300	.00	.00	300.00	.0%
12010053 533004 MEDICAL SERVICE	12,131	0	12,131	150.00	7,405.00	4,576.00	62.3%
12010053 533005 ANIMAL DISPOSAL	1,000	0	1,000	.00	500.00	500.00	50.0%
12010053 533009 LEGAL	0	0	0	.00	.00	.00	.0%
12010053 533010 LABOR NEGOTIATI	0	0	0	.00	.00	.00	.0%
12010053 533011 ANIMAL BOARDING	4,000	0	4,000	.00	1,250.00	2,750.00	31.3%
12010053 534001 STATE FEE COMPU	0	0	0	.00	.00	.00	.0%
12010053 541100 WATER/SEWAGE	3,782	0	3,782	238.68	2,761.32	782.00	79.3%
12010053 543001 VEHICLES MAINT	35,000	0	35,000	3,763.65	7,335.03	23,901.32	31.7%
12010053 543002 EQUIPMENT MAINT	72,686	0	72,686	26,541.51	28,967.74	17,176.75	76.4%
12010053 543500 INSURANCE CLAIM	5,000	0	5,000	2,000.00	.00	3,000.00	40.0%
12010053 544200 RENTAL OF EQUIP	400	0	400	.00	400.00	.00	100.0%
12010053 544500 LEASE COPIER/PR	12,468	0	12,468	.00	10,714.32	1,753.68	85.9%
12010053 544900 RENTAL OF OTHER	0	0	0	.00	.00	.00	.0%
12010053 552001 FLEET INSURANCE	11,413	0	11,413	.00	.00	11,413.00	.0%
12010053 552002 PROPERTY INSURA	4,953	0	4,953	.00	.00	4,953.00	.0%
12010053 552003 GENERAL LIABILI	31,152	0	31,152	.00	.00	31,152.00	.0%

FINANCIALS FOR AUGUST 2022

FOR 2023 02

ACCOUNTS 1000	FOR: GENERAL	FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
12010053	552004	OFFICERS LIABIL	48,890	0	48,890	.00	.00	48,890.00	.0%
12010053	553000	COMMUNICATIONS	41,443	0	41,443	5,846.57	6,714.45	28,881.98	30.3%
12010053	553400	POSTAGE FEES	8,050	0	8,050	.00	.00	8,050.00	.0%
12010053	554000	ADVERTISING	1,500	0	1,500	589.22	910.78	.00	100.0%
12010053	555000	PRINTING AND BI	4,000	0	4,000	.00	40.00	3,960.00	1.0%
12010053	556000	TUITION	0	0	0	.00	.00	.00	.0%
12010053	558000	TRAVEL	6,100	0	6,100	.00	.00	6,100.00	.0%
12010053	561003	OFFICE SUPPLIES	5,473	0	5,473	213.25	.00	5,259.75	3.9%
12010053	561005	PUBLICATIONS	2,250	0	2,250	462.50	.00	1,787.50	20.6%
12010053	561006	AMMUNITION	25,974	0	25,974	1,500.00	8,577.33	15,896.67	38.8%
12010053	561008	VEHICLE SUPPLIE	11,030	0	11,030	4,683.76	240.71	6,105.53	44.6%
12010053	561009	TRAINING MATERI	350	0	350	70.01	.00	279.99	20.0%
12010053	561010	CLOTHING	80,500	0	80,500	1,628.42	12,431.40	66,440.18	17.5%
12010053	561032	OTHER OPERATION	16,885	0	16,885	1,830.19	2,850.33	12,204.48	27.7%
12010053	562200	ELECTRICITY	59,000	0	59,000	5,255.41	45,244.55	8,500.04	85.6%
12010053	562400	HEATING FUEL	9,500	0	9,500	154.06	9,145.94	200.00	97.9%
12010053	562600	VEHICLE FUEL	77,549	0	77,549	.00	.00	77,549.00	.0%
12010053	573200	NEW VEHICLES	0	0	0	.00	.00	.00	.0%
12010053	573401	ADMIN EQUIPMENT	1,500	0	1,500	.00	49.99	1,450.01	3.3%
12010053	573900	OTHER EQUIPMENT	16,354	0	16,354	149.80	7,533.64	8,670.56	47.0%
12010053	581000	DUES AND FEES	3,485	0	3,485	600.00	1,120.00	1,765.00	49.4%
12010053	581100	DONATION EXPEND	0	0	0	.00	.00	.00	.0%
12010053	589003	SEIZED PROPERTY	0	0	0	.00	.00	.00	.0%
12010053	589004	SEIZED PROPERTY	0	0	0	.00	.00	.00	.0%
12010053	589005	DARE CONTRIBUTI	0	0	0	.00	.00	.00	.0%
12010053	589006	DARE CONTRIBUTI	0	0	0	.00	.00	.00	.0%
12010053	589007	CITY WIDE PROGR	15,750	0	15,750	2,906.42	397.16	12,446.42	21.0%
12010053	589100	LLEBG 102 RECEI	0	0	0	.00	.00	.00	.0%
12010053	589101	LLEBG 102 FEDER	0	0	0	.00	.00	.00	.0%
12010053	589102	LLEBG 102 CITY	0	0	0	.00	.00	.00	.0%
12010053	589113	LLEBG 115 RECEI	0	0	0	.00	.00	.00	.0%
12010053	589114	LLEBG 115 FEDER	0	0	0	.00	.00	.00	.0%
12010053	589115	LLEBG 115 CITY	0	0	0	.00	.00	.00	.0%
12010053	589130	COPSMORE 032 RE	0	0	0	.00	.00	.00	.0%
12010053	589131	COPSMORE 032 FE	0	0	0	.00	.00	.00	.0%
12010053	589132	COPSMORE 032 CI	0	0	0	.00	.00	.00	.0%
TOTAL PD ADMINISTRATIVE SERVICES			2,426,535	0	2,426,535	307,829.91	156,135.29	1,962,569.80	19.1%

12012453 PD PATROL SERVICES

12012453	511001	SALARIES - FULL	3,547,780	0	3,547,780	619,044.93	.00	2,928,735.07	17.4%
----------	--------	-----------------	-----------	---	-----------	------------	-----	--------------	-------

FINANCIALS FOR AUGUST 2022

FOR 2023 02									
ACCOUNTS 1000	FOR: GENERAL	FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
12012453	511002	SALARIES - PART	135,916	0	135,916	11,766.54	.00	124,149.46	8.7%
12012453	511003	SALARIES - EARL	109,984	0	109,984	11,657.21	.00	98,326.79	10.6%
12012453	511004	SALARIES - HOLI	159,032	0	159,032	7,981.96	.00	151,050.04	5.0%
12012453	511099	SALARIES - ADJU	0	0	0	.00	.00	.00	.0%
12012453	513001	OVERTIME - REGU	108,546	0	108,546	40,586.00	.00	67,960.00	37.4%
12012453	513002	OVERTIME - TRAI	28,940	0	28,940	16,190.95	.00	12,749.05	55.9%
12012453	513004	OVERTIME GRANT	0	0	0	.00	.00	.00	.0%
12012453	514000	EDUCATION INCEN	14,000	0	14,000	2,134.53	.00	11,865.47	15.2%
12012453	515001	ON CALL	7,800	0	7,800	1,050.00	.00	6,750.00	13.5%
12012453	516000	LONGEVITY	10,500	0	10,500	2,000.00	.00	8,500.00	19.0%
12012453	521100	HEALTH INSURANC	506,692	0	506,692	63,180.42	.00	443,511.58	12.5%
12012453	521200	DENTAL INSURANC	12,362	0	12,362	1,616.36	.00	10,745.64	13.1%
12012453	521300	LIFE INSURANCE	3,154	0	3,154	443.71	.00	2,710.29	14.1%
12012453	522000	SOCIAL SECURITY	58,043	0	58,043	10,074.13	.00	47,968.87	17.4%
12012453	523000	RETIREMENT CONT	1,297,350	0	1,297,350	230,779.73	.00	1,066,570.27	17.8%
12012453	523300	11539 RETIREMENT	0	0	0	.00	.00	.00	.0%
12012453	525000	UNEMPLOYMENT CO	0	0	0	.00	.00	.00	.0%
12012453	526000	WORKERS' COMPEN	0	0	0	.00	.00	.00	.0%
12012453	528001	DISABILITY INSU	18	0	18	.00	.00	18.00	.0%
12012453	532001	STAFF DEVELOPME	0	0	0	.00	.00	.00	.0%
12012453	533003	PHOTO DEVELOPME	0	0	0	.00	.00	.00	.0%
12012453	533004	MEDICAL SERVICE	0	0	0	.00	.00	.00	.0%
12012453	533005	ANIMAL DISPOSAL	0	0	0	.00	.00	.00	.0%
12012453	533011	ANIMAL BOARDING	0	0	0	.00	.00	.00	.0%
12012453	543001	VEHICLES MAINT	0	0	0	.00	.00	.00	.0%
12012453	543002	EQUIPMENT MAINT	0	0	0	.00	.00	.00	.0%
12012453	544200	RENTAL OF EQUIP	0	0	0	.00	.00	.00	.0%
12012453	544900	RENTAL OF OTHER	0	0	0	.00	.00	.00	.0%
12012453	553000	COMMUNICATIONS	0	0	0	.00	.00	.00	.0%
12012453	553400	POSTAGE FEES	0	0	0	.00	.00	.00	.0%
12012453	554000	ADVERTISING	0	0	0	.00	.00	.00	.0%
12012453	555000	PRINTING AND BI	0	0	0	.00	.00	.00	.0%
12012453	556000	TUITION	0	0	0	.00	.00	.00	.0%
12012453	558000	TRAVEL	0	0	0	.00	.00	.00	.0%
12012453	561003	OFFICE SUPPLIES	0	0	0	.00	.00	.00	.0%
12012453	561005	PUBLICATIONS	0	0	0	.00	.00	.00	.0%
12012453	561010	CLOTHING	0	0	0	.00	.00	.00	.0%
12012453	561032	OTHER OPERATION	0	0	0	.00	.00	.00	.0%
12012453	562600	09529 VEHICLE FU	0	0	0	.00	.00	.00	.0%
12012453	573200	NEW VEHICLES	0	0	0	.00	.00	.00	.0%
12012453	573401	ADMIN EQUIPMENT	0	0	0	.00	.00	.00	.0%
12012453	573900	OTHER EQUIPMENT	0	0	0	.00	.00	.00	.0%
12012453	581000	DUES AND FEES	0	0	0	.00	.00	.00	.0%
TOTAL PD PATROL SERVICES			6,000,117	0	6,000,117	1,018,506.47	.00	4,981,610.53	17.0%

FINANCIALS FOR AUGUST 2022

FOR 2023 02

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
1000 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENC/REQ	BUDGET	USED
<b>12012553 PD SUPPORT SERVICES</b>							
12012553 511001 SALARIES - FULL	233,577	0	233,577	42,133.95	.00	191,443.05	18.0%
12012553 511002 SALARIES - PART	181,264	0	181,264	31,461.25	.00	149,802.75	17.4%
12012553 511003 SALARIES - EARL	0	0	0	.00	.00	.00	.0%
12012553 511004 SALARIES - HOLI	0	0	0	.00	.00	.00	.0%
12012553 511099 SALARIES - ADJU	0	0	0	.00	.00	.00	.0%
12012553 513001 OVERTIME - REGU	3,000	0	3,000	1,625.86	.00	1,374.14	54.2%
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	2,475	0	2,475	1,200.00	.00	1,275.00	48.5%
12012553 521100 HEALTH INSURANC	48,095	0	48,095	7,957.58	.00	40,137.42	16.5%
12012553 521200 DENTAL INSURANC	1,200	0	1,200	198.56	.00	1,001.44	16.5%
12012553 521300 LIFE INSURANCE	456	0	456	80.90	.00	375.10	17.7%
12012553 522000 SOCIAL SECURITY	32,268	0	32,268	5,729.91	.00	26,538.09	17.8%
12012553 523000 RETIREMENT CONT	38,305	0	38,305	6,322.31	.00	31,982.69	16.5%
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	2,141	0	2,141	447.96	.00	1,693.04	20.9%
12012553 532001 STAFF DEVELOPME	0	0	0	.00	.00	.00	.0%
12012553 533003 PHOTO DEVELOPME	0	0	0	.00	.00	.00	.0%
12012553 533004 MEDICAL SERVICE	0	0	0	.00	.00	.00	.0%
12012553 543001 VEHICLES MAINT	0	0	0	.00	.00	.00	.0%
12012553 543002 EQUIPMENT MAINT	0	0	0	.00	.00	.00	.0%
12012553 544200 RENTAL OF EQUIP	0	0	0	.00	.00	.00	.0%
12012553 544900 RENTAL OF OTHER	0	0	0	.00	.00	.00	.0%
12012553 553000 COMMUNICATIONS	0	0	0	.00	.00	.00	.0%
12012553 553400 POSTAGE FEES	0	0	0	.00	.00	.00	.0%
12012553 554000 ADVERTISING	0	0	0	.00	.00	.00	.0%
12012553 555000 PRINTING AND BI	0	0	0	.00	.00	.00	.0%
12012553 556000 TUITION	0	0	0	.00	.00	.00	.0%
12012553 558000 TRAVEL	0	0	0	.00	.00	.00	.0%
12012553 561003 OFFICE SUPPLIES	0	0	0	.00	.00	.00	.0%
12012553 561005 PUBLICATIONS	0	0	0	.00	.00	.00	.0%
12012553 561009 TRAINING MATERI	0	0	0	.00	.00	.00	.0%
12012553 561010 CLOTHING	0	0	0	.00	.00	.00	.0%
12012553 561032 OTHER OPERATION	0	0	0	.00	.00	.00	.0%
12012553 562600 09529 VEHICLE FU	0	0	0	.00	.00	.00	.0%
12012553 573200 NEW VEHICLES	0	0	0	.00	.00	.00	.0%
12012553 573401 ADMIN EQUIPMENT	0	0	0	.00	.00	.00	.0%

FINANCIALS FOR AUGUST 2022

FOR 2023 02			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
ACCOUNTS FOR:	GENERAL FUND		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENC/REQ	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			542,781	0	542,781	97,158.28	.00	445,622.72	17.9%
TOTAL GENERAL FUND			8,969,433	0	8,969,433	1,423,494.66	156,135.29	7,389,803.05	17.6%
TOTAL EXPENSES			8,969,433	0	8,969,433	1,423,494.66	156,135.29	7,389,803.05	



FINANCIALS FOR AUGUST 2022

FOR 2023 02								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED	
GRAND TOTAL	8,969,433	0	8,969,433	1,423,494.66	156,135.29	7,389,803.05	17.6%	

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

FINANCIALS FOR AUGUST 2022

REPORT OPTIONS

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

Report title:  
FINANCIALS FOR AUGUST 2022

Includes accounts exceeding 0% of budget.

Print totals only: N  
 Print Full or Short description: F  
 Print full GL account: N  
 Format type: 1  
 Double space: N  
 Suppress zero bal accts: N  
 Include requisition amount: Y  
 Print Revenues-Version headings: N  
 Print revenue as credit: Y  
 Print revenue budgets as zero: N  
 Include Fund Balance: N  
 Print journal detail: N  
     From Yr/Per: 2022/10  
     To Yr/Per: 2022/12  
 Include budget entries: Y  
 Incl encumb/liq entries: Y  
 Sort by JE # or PO #: J  
 Detail format option: 1  
 Include additional JE comments: N  
 Multiyear view: F  
 Amounts/totals exceed 999 million dollars: N

Year/Period: 2023/ 2  
 Print MTD Version: N

Roll projects to object: Y  
 Carry forward code: 1

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

DISPATCH FINANCIALS FOR AUGUST 2022

FOR 2023 02			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	573,464	0	573,464	73,202.60	.00	500,261.40	12.8%
12030153	511002	SALARIES - PART	2,000	0	2,000	9,515.62	.00	-7,515.62	475.8%
12030153	511004	SALARIES - HOLI	21,727	0	21,727	535.60	.00	21,191.40	2.5%
12030153	511012	SHIFT DIFFERENT	12,410	0	12,410	1,725.03	.00	10,684.97	13.9%
12030153	511099	SALARIES - ADJU	0	0	0	.00	.00	.00	.0%
12030153	513001	OVERTIME - REGU	34,000	0	34,000	39,791.94	.00	-5,791.94	117.0%
12030153	513002	OVERTIME-TRAINI	10,000	0	10,000	289.67	.00	9,710.33	2.9%
12030153	516000	LONGEVITY	2,100	0	2,100	793.75	.00	1,306.25	37.8%
12030153	521100	HEALTH INSURANC	130,123	0	130,123	11,791.53	.00	118,331.47	9.1%
12030153	521200	DENTAL INSURANC	3,170	0	3,170	295.40	.00	2,874.60	9.3%
12030153	521300	LIFE INSURANCE	1,246	0	1,246	125.11	.00	1,120.89	10.0%
12030153	522000	SOCIAL SECURITY	46,031	0	46,031	8,009.66	.00	38,021.34	17.4%
12030153	523000	RETIREMENT CONT	89,924	0	89,924	19,593.43	.00	70,330.57	21.8%
12030153	525000	UNEMPLOYMENT	0	0	0	.00	.00	.00	.0%
12030153	526000	WORKERS' COMPEN	927	0	927	.00	.00	927.00	.0%
12030153	528001	DISABILITY INSU	6,218	0	6,218	566.36	.00	5,651.64	9.1%
12030153	532001	STAFF DEVELOPME	3,300	0	3,300	-329.00	429.00	3,200.00	3.0%
12030153	532200	CONTRACTED SERV	0	0	0	.00	.00	.00	.0%
12030153	533004	MEDICAL SERVICE	0	0	0	.00	.00	.00	.0%
12030153	533010	LABOR NEGOTIATI	0	0	0	.00	.00	.00	.0%
12030153	534001	STATE FEE COMPU	4,500	0	4,500	.00	360.00	4,140.00	8.0%
12030153	534003	SOFTWARE MAINT/	0	0	0	.00	.00	.00	.0%
12030153	543002	EQUIPMENT MAINT	22,330	0	22,330	10,035.34	2,000.00	10,294.66	53.9%
12030153	544500	LEASE COPIER/PR	0	0	0	.00	.00	.00	.0%
12030153	552003	GENERAL LIABILI	3,380	0	3,380	.00	.00	3,380.00	.0%
12030153	553000	COMMUNICATIONS	500	0	500	162.72	.00	337.28	32.5%
12030153	554000	ADVERTISING	68	0	68	.00	.00	68.00	.0%
12030153	556000	TUITION	0	0	0	.00	.00	.00	.0%
12030153	558000	TRAVEL	2,000	0	2,000	.00	.00	2,000.00	.0%
12030153	561003	OFFICE SUPPLIES	1,750	0	1,750	131.50	.00	1,618.50	7.5%
12030153	561010	CLOTHING	3,000	0	3,000	.00	501.25	2,498.75	16.7%
12030153	561032	OTHER OPERATION	2,500	0	2,500	.00	.00	2,500.00	.0%
12030153	573401	ADMIN EQUIPMENT	14,150	0	14,150	.00	.00	14,150.00	.0%
12030153	573900	OTHER EQUIPMENT	0	0	0	.00	.00	.00	.0%
12030153	581000	DUES AND FEES	550	0	550	.00	550.00	.00	100.0%
TOTAL DISPATCH CENTER			991,368	0	991,368	176,236.26	3,840.25	811,291.49	18.2%
TOTAL GENERAL FUND			991,368	0	991,368	176,236.26	3,840.25	811,291.49	18.2%
TOTAL EXPENSES			991,368	0	991,368	176,236.26	3,840.25	811,291.49	

DISPATCH FINANCIALS FOR AUGUST 2022

FOR 2023 02								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED	
GRAND TOTAL	991,368	0	991,368	176,236.26	3,840.25	811,291.49	18.2%	

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

DISPATCH FINANCIALS FOR AUGUST 2022

REPORT OPTIONS

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

Report title:  
DISPATCH FINANCIALS FOR AUGUST 2022

Includes accounts exceeding 0% of budget.  
 Print totals only: N  
 Print Full or Short description: F  
 Print full GL account: N  
 Format type: 1  
 Double space: N  
 Suppress zero bal accts: N  
 Include requisition amount: Y  
 Print Revenues-Version headings: N  
 Print revenue as credit: Y  
 Print revenue budgets as zero: N  
 Include Fund Balance: N  
 Print journal detail: N  
 From Yr/Per: 2022/10  
 To Yr/Per: 2022/12  
 Include budget entries: Y  
 Incl encumb/liq entries: Y  
 Sort by JE # or PO #: J  
 Detail format option: 1  
 Include additional JE comments: N  
 Multiyear view: F  
 Amounts/totals exceed 999 million dollars: N

Year/Period: 2023/ 2  
 Print MTD Version: N  
 Roll projects to object: Y  
 Carry forward code: 1

Find Criteria	
Field Name	Field Value
Org	1203*
Object	
Project	
Rollup code	
Account type	Expense
Account status	Active

REVENUE FOR AUGUST 2022

FOR 2023 02							
ACCOUNTS FOR:	ORIGINAL	ESTIM REV	REVISED	ACTUAL YTD	REMAINING	PCT	
1000 GENERAL FUND	ESTIM REV	ADJSTMTS	EST REV	REVENUE	REVENUE	COLL	
<b>12011 POLICE CITY REVENUE</b>							
12011 400403 AMUSEMENT PERMITS	0	0	0	.00	.00	.0%	
12011 400407 PISTOL PERMITS	-1,850	0	-1,850	-200.00	-1,650.00	10.8%	
12011 402110 INCOME FROM COPY M	-8,700	0	-8,700	-555.10	-8,144.90	6.4%	
12011 402111 OUTSIDE SECURITY S	-262,500	0	-262,500	.00	-262,500.00	.0%	
12011 402112 OUTSIDE DUTY ADMIN	0	0	0	.00	.00	.0%	
12011 402115 ALARM FEES	-5,200	0	-5,200	-75.00	-5,125.00	1.4%	
12011 402120 WRECKER SERVICE IN	-1,650	0	-1,650	.00	-1,650.00	.0%	
12011 402121 DOG SHELTER & TRAN	-2,500	0	-2,500	.00	-2,500.00	.0%	
12011 402122 DOG FINES	-13,500	0	-13,500	-4,900.00	-8,600.00	36.3%	
12011 405201 COURT FINES	-7,500	0	-7,500	.00	-7,500.00	.0%	
12011 405202 PARKING TICKETS	-4,300	0	-4,300	-890.00	-3,410.00	20.7%	
12011 405203 EXCESS ALARM PENAL	-3,600	0	-3,600	.00	-3,600.00	.0%	
12011 406201 MISCELLANEOUS REVE	-7,500	0	-7,500	-1,098.50	-6,401.50	14.6%	
12011 406209 POLICE RESTITUTION	-300	0	-300	-26.85	-273.15	9.0%	
12011 406210 WITNESS FEES	-3,700	0	-3,700	.00	-3,700.00	.0%	
12011 406216 HOST TRAINING FEES	-6,000	0	-6,000	.00	-6,000.00	.0%	
12011 406299 INSURANCE CLAIM RE	-10,000	0	-10,000	.00	-10,000.00	.0%	
TOTAL POLICE CITY REVENUE	-338,800	0	-338,800	-7,745.45	-331,054.55	2.3%	
<b>12012 POLICE STATE REVENUE</b>							
12012 402116 DRUG GRANT NEW HAM	0	0	0	.00	.00	.0%	
12012 402117 HIGHWAY SAFETY GRA	0	0	0	.00	.00	.0%	
12012 402118 PEDESTRIAN GRANT	0	0	0	.00	.00	.0%	
12012 402119 DWI GRANT	0	0	0	.00	.00	.0%	
TOTAL POLICE STATE REVENUE	0	0	0	.00	.00	.0%	
<b>12013 POLICE FEDERAL REVENUE</b>							
12013 402113 LLEBG GRANT	0	0	0	.00	.00	.0%	
12013 402114 JUSTICE DEPARTMENT	0	0	0	.00	.00	.0%	
TOTAL POLICE FEDERAL REVENUE	0	0	0	.00	.00	.0%	
TOTAL GENERAL FUND	-338,800	0	-338,800	-7,745.45	-331,054.55	2.3%	
TOTAL REVENUES	-338,800	0	-338,800	-7,745.45	-331,054.55		

REVENUE FOR AUGUST 2022

FOR 2023 02	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
-------------	-----------------------	-----------------------	--------------------	-----------------------	----------------------	-------------

GRAND TOTAL	-338,800	0	-338,800	-7,745.45	-331,054.55	2.3%
-------------	----------	---	----------	-----------	-------------	------

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

REVENUE FOR AUGUST 2022

REPORT OPTIONS

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

Report title:  
REVENUE FOR AUGUST 2022

Includes accounts exceeding 0% of budget.

Print totals only: N  
 Print Full or Short description: F  
 Print full GL account: N  
 Format type: 1  
 Double space: N  
 Suppress zero bal accts: N  
 Include requisition amount: Y  
 Print Revenues-Version headings: Y  
 Print revenue as credit: Y  
 Print revenue budgets as zero: N  
 Include Fund Balance: N  
 Print journal detail: N  
 From Yr/Per: 2022/10  
 To Yr/Per: 2022/12  
 Include budget entries: Y  
 Incl encumb/liq entries: Y  
 Sort by JE # or PO #: J  
 Detail format option: 1  
 Include additional JE comments: N  
 Multiyear view: F  
 Amounts/totals exceed 999 million dollars: N

Year/Period: 2023/ 2  
 Print MTD Version: N

Roll projects to object: Y  
 Carry forward code: 1

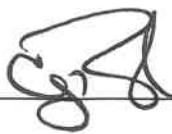
Find Criteria	
Field Name	Field Value
Org	1201*
Object	
Project	
Rollup code	
Account type	Revenue
Account status	Active







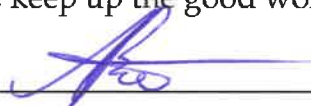

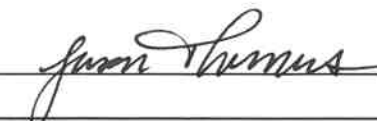
7. COMMENTS OF CHIEF OF POLICE: Great job Nicole! Thanks you  
for everything you do.

SIGNATURE:  DATE: 6-14-22

8. ACKNOWLEDGMENT OF EMPLOYEE:

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

EMPLOYEE SIGNATURE:  DATE: 6/28/22

RECORD #	ROCHESTER POLICE DEPARTMENT	PERSONNEL RECORDS ENTRY FORM
1. EMPLOYEE NAME: Kimbrough, Brandon		DATE: 17 July 2022 TIME: 1200 hours
2. <u>TYPE OF ENTRY</u> <input type="checkbox"/> RECOMMENDATION <input type="checkbox"/> COUNSELING <input type="checkbox"/> TRAINING INTERVIEW <input type="checkbox"/> DISCIPLINARY <input type="checkbox"/> EVALUATION/FOLLOW UP <input checked="" type="checkbox"/> OTHER		
3. <u>NARRATIVE:</u> This is a records entry to acknowledge a job well done by Officer's Brandon Kimbrough & Zachary Vatcher. The department received a correspondence noting that the officers were very patient and polite while assisting an elderly man. It was further noted that the officers even provided the man with food from a local take-out restaurant. This is an example of professionalism helping those in need. Please see the attached copy of the email and call for details.		
4. <u>ACTION TAKEN BY SUPERVISOR:</u> Records entry completed, a copy of the email and call are attached.  Great job Brandon, keep up the good work.  SIGNATURE: <u></u> DATE: 17 July 2022		
5. <u>COMMENTS/RECOMMENDATIONS OF PATROL COMMANDER:</u> <i>Great job Brandon! Your patience and compassion are valued assets.</i>  SIGNATURE: <u></u> DATE: 7.20.2022		
6. <u>COMMENTS OF DEPUTY CHIEF OF POLICE:</u> <i>Above &amp; Beyond - Nice job BK!! I have no doubt you do this often w/o recognition, but occasionally it's nice to be recognized!</i>  SIGNATURE: <u></u> DATE: 7/20/22		

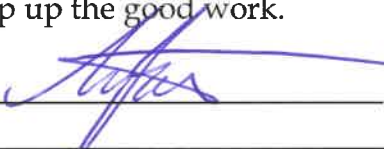

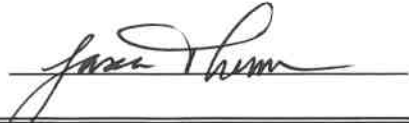
7. COMMENTS OF CHIEF OF POLICE: Great work Brandon! Thank you  
for all you do.

SIGNATURE:  DATE: 7-22-22

8. ACKNOWLEDGMENT OF EMPLOYEE:

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

EMPLOYEE SIGNATURE:  DATE: 7-25-22

RECORD #	ROCHESTER POLICE DEPARTMENT	PERSONNEL RECORDS ENTRY FORM
1. EMPLOYEE NAME: Vatcher, Zachary		DATE: 17 July 2022 TIME: 1200 hours
2. <u>TYPE OF ENTRY</u> <input type="checkbox"/> RECOMMENDATION <input type="checkbox"/> COUNSELING <input type="checkbox"/> TRAINING INTERVIEW <input type="checkbox"/> DISCIPLINARY <input type="checkbox"/> EVALUATION/FOLLOW UP <input checked="" type="checkbox"/> OTHER		
3. <u>NARRATIVE:</u> This is a records entry to acknowledge a job well done by Officer's Brandon Kimbrough & Zachary Vatcher. The department received a correspondence noting that the officers were very patient and polite while assisting an elderly man. It was further noted that the officers even provided the man with food from a local take-out restaurant. This is an example of professionalism helping those in need. Please see the attached copy of the email and call for details.		
4. <u>ACTION TAKEN BY SUPERVISOR:</u> Records entry completed, a copy of the email and call are attached.  Great job Zach, keep up the good work.  SIGNATURE: <u></u> DATE: 17 July 2022		
5. <u>COMMENTS/RECOMMENDATIONS OF PATROL COMMANDER:</u> <i>Great Job Zachary! Your patience and compassion are valued assets.</i>  SIGNATURE: <u></u> DATE: 7.20.2022		
6. <u>COMMENTS OF DEPUTY CHIEF OF POLICE:</u> <i>Zach - Empathy is an important trait in this profession, please don't ever forget that. Nice job here!!!</i>  SIGNATURE: <u></u> DATE: 7/20/22		

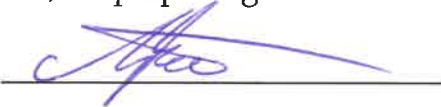

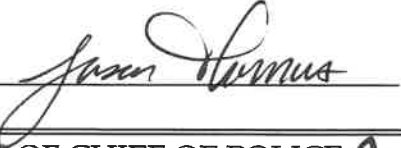

7. COMMENTS OF CHIEF OF POLICE: Great work Zachary! Keep up the positive, helpful attitude

SIGNATURE:  DATE: 7-22-22

8. ACKNOWLEDGMENT OF EMPLOYEE:

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

EMPLOYEE SIGNATURE:  DATE: 7/30/22

RECORD #	ROCHESTER POLICE DEPARTMENT	PERSONNEL RECORDS ENTRY FORM
1. <u>EMPLOYEE NAME</u> : Kimbrough, Brandon		DATE: 17 July 2022 TIME: 1100 hours
2. <u>TYPE OF ENTRY</u> <input type="checkbox"/> RECOMMENDATION <input type="checkbox"/> COUNSELING <input type="checkbox"/> TRAINING INTERVIEW <input type="checkbox"/> DISCIPLINARY <input type="checkbox"/> EVALUATION/FOLLOW UP <input checked="" type="checkbox"/> OTHER		
3. <u>NARRATIVE</u> : This is a records entry to acknowledge a job well done by Officer Kimbrough. The department received a correspondence of thanks and appreciation for his participation in helping to celebrate the student athletes at the Monarch School during a ceremony they were having. Please see the attached copy of note for details.		
4. <u>ACTION TAKEN BY SUPERVISOR</u> : Records entry completed, a copy of the note is attached.  Great job Brandon, keep up the good work.  SIGNATURE: <u></u> DATE: 17 July 2022		
5. <u>COMMENTS/RECOMMENDATIONS OF PATROL COMMANDER</u> : <i>Great job Brandon! Thank you for such a positive representation of our agency in the community</i>  SIGNATURE: <u></u> DATE: 7.20.2022		
6. <u>COMMENTS OF DEPUTY CHIEF OF POLICE</u> : <i>Great work BK!! Thank you for all you do!</i>  SIGNATURE: <u></u> DATE: 7/20/22		
7. <u>COMMENTS OF CHIEF OF POLICE</u> : <i>Great work Brandon!</i>  SIGNATURE: <u></u> DATE: 7-22-22		



8. ACKNOWLEDGMENT OF EMPLOYEE:

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

EMPLOYEE SIGNATURE:

A handwritten signature in cursive script, appearing to read "Paul K. Kuehl", written over a horizontal line.

DATE: 7-25-22



P.O. Box 1921, Rochester, NH 03866 | 603.332.2848 | [www.monarchschooline.org](http://www.monarchschooline.org)

Kyle, Brandon + Andrew -

Thank you all so much for sharing your time and helping to celebrate our student athletes at MSNE! You made the ceremony very special for our students. Thank you for always being there for our school! Best,  
Amanda Martineau/MSNE

