



**Rochester Police Commission  
Rochester, NH 03867**

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

**MINUTES OF THE POLICE COMMISSION MEETING**

The Rochester Police Commission held their regular monthly meeting on Wednesday, February 1, 2023 at 7:00 P.M. in City Hall, Council Chambers. Participants in this meeting: Comm. Peters (by remote feed), Comm. Stevens, Comm. Winship, Chief Boudreau, Dep. Chief Thomas, Capt. Swanberry, Chaplain Cilley, and Secretary Warburton, and invited guests.

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

All participated in the pledge of allegiance.

Chaplain Cilley led us in prayer.

A. Roll Call. The clerk called the roll marking Comm. Peters (by remote feed), Comm. Stevens and Comm. Winship present.

B. Remote Attendance: Comm. Stevens chaired the meeting, and inquired of Comm. Peters if he was physically unable to attend tonight's meeting in person. Comm. Peters confirmed that was true. Comm. Stevens inquired if any other person was in the room with Comm. Peters. Comm. Peters stated no (no one else was there.)

All votes to be by roll call vote.

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

**3. ACCEPTANCE OF MINUTES:**

A. January 4, 2023.

**Comm. Peters MOVED to accept the minutes of the January 4, 2023 meeting. Comm. Winship SECONDED the motion. The motion to accept the minutes as presented PASSED by roll call vote 3-0; Comm. Winship yes, Comm. Stevens yes, and Comm. Peters yes.**

**4. OLD AND UNFINISHED BUSINESS:** None to come before the Commission.

**5. NEW BUSINESS:**

A. Oaths of Office; New Officers.

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

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

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

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

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

Attorney Andrea Mitrushi administered the oaths of office.

## B. Annual Awards

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

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

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

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

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

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

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

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

C. Accept Resignation: Sgt. Spencer Aube

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

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

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

These body cameras are compatible with the cruiser cameras?

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

#### E. Monthly Reports

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

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

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

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

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

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

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

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

#### **COMMUNITY ENGAGEMENT/PROBLEM ORIENTED POLICING (POP).**

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

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

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

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

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

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

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

## 2.) Administration

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

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

## F. Other

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

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

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

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

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

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

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

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

## **6. CORRESPONDENCE:**

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

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

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

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

## **7. INFORMATION:**

None for discussion

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

**Commissioner Stevens MOVED to enter a nonpublic session at 7:29 P.M. pursuant to RSA 91-A:3, paragraph II, section A (personnel). Comm. Winship SECONDED the motion. The motion PASSED by roll call vote Comm. Peters – yes, Comm. Stevens – yes, Comm. Winship – yes.**

**The non-public session closed at 8:53 P.M. on a MOTION by Comm. Stevens. Comm. Peters SECONDED the motion. The motion PASSED by roll call vote Comm. Peters – yes, Comm. Stevens – yes, Comm. Winship – yes.**

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

**9. MISCELLANEOUS:**

**Comm. Stevens MOVED to approve the evaluations for Off. John Gantert, Off. James Murphy, Off. Matthew Flathers and Off. Brandon Kimbrough, (all top of grade). Comm. Peters SECONDED the motion. The motion PASSED by roll call vote Comm. Peters – yes, Comm. Stevens – yes, Comm. Winship – yes.**

**10. ADJOURNMENT:**

**Comm. Stevens MOVED to adjourn. SECOND by Comm. Winship at 8:54 P.M.**

Respectfully Submitted

Rebecca J. Warburton  
Secretary

APPROVED BY COMMISSION: 03/01/2023