



**Rochester Police Commission  
Rochester, NH 03867**

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

**MINUTES OF THE POLICE COMMISSION MEETING**

The Rochester Police Commission held their regular monthly meeting on Wednesday, September 7, 2022 at 7:00 P.M. in City Hall, Council Chambers. Participants in this meeting: Comm. Peters, Comm. Stevens, Comm. Winship, Chief Boudreau, Dep. Chief Thomas, Capt. Pinkham, Chaplain Cilley and Secretary Warburton, members of the public and department in the audience.

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

All participated in the pledge of allegiance.

Chaplain Cilley led all in prayer.

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

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

**3. ACCEPTANCE OF MINUTES:**

A. June 1, 2022 regular meeting. \*

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

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

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

**5. NEW BUSINESS:**

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

B. Accept Retirement: Officer Andrew Jackson

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

C. Accept Resignation: Sgt. Thomas Powers

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

D. Archive Policies: Discussion

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 There are three that we are seeking to archive as outdated or they can be managed without a policy or by day to day operations.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

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

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

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

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

The Commission concurred with archiving this policy.

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

The Commission concurred with archiving this policy.

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

The Commission concurred with archiving this policy.

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

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

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

Comm. Stevens inquired if we have any candidates?

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

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

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

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

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

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

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

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

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

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

#### F. Monthly Reports

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **6. CORRESPONDENCE:**

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

## **7. INFORMATION: None**

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

**Commissioner Stevens MOVED to enter a nonpublic session at 7:57 P.M. pursuant to RSA 91-A:3, paragraph II, section A (personnel). Comm. Winship SECONDED the motion. The motion PASSED by roll call vote Comm. Peters – yes, Comm. Stevens – yes, Comm. Winship – yes.**

**The non-public session closed at 8:29 P.M. on a MOTION by Comm. Stevens. Comm. Winship SECONDED the motion. The motion PASSED by roll call vote Comm. Peters – yes, Comm. Stevens – yes, Comm. Winship – yes.**

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

## **9. MISCELLANEOUS:**

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

**Comm. Stevens MOVED to award the \$1,000.00 referral bonus to Officer Nicole Knox for her referral of certified Officer Downs recently released to solo patrol. Comm. Winship SECONDED the motion. The motion PASSED by roll call vote Comm. Peters – yes, Comm. Stevens – yes, Comm. Winship – yes.**

## **10. ADJOURNMENT:**

**Comm. Stevens MOVED to adjourn. SECOND by Comm. Winship at 8:33 P.M.**

Respectfully Submitted

Rebecca J. Warburton  
Secretary

APPROVED BY COMMISSION: 10/05/2022