

Claremont Police Commission Meeting

Public Meeting Minutes

Wednesday, January 15th, 2014 @ 5:00 PM
@ Visitor's Center/Planning & Development Office, 14 North Street

- I. Roll call & Call to Order: The meeting was called to order at 5:02 pm. Commissioner Courtemanche and Commissioner Raymond were present. The third seat remains vacant. Chief Scott and Captain Chase were present.

- II. Ceremonial Swearing-In ceremony for Corporal Laffin, Corporal Logan, Officer Lowe and Officer Schmidt: Corporal Laffin, Officer Lowe and Officer Schmidt were in attendance along with family and friends. Corporal Logan was not available due to his current duty assignment. After comments from Chief Scott and the Commission Corporal Laffin took his oath of office for his newly promoted position of Corporal. His father and girlfriend were in attendance with his girlfriend pinning him with his Corporal badge. Officer Schmidt took her oath of office and her mother pinning her with her Officer badge. Officer Lowe took his oath of office and his wife and child were there with his wife pinning him with his Officer badge. After the ceremony there was time for pictures by family and staff.

- III. Citizens Forum: No citizens appeared for citizen's forum.

- IV. Review Minutes of December 18th, 2013 Public Meeting: After review and discussion of the December 18th, 2013 public meeting minutes Commissioner Courtemanche made a motion to accept said minutes, the motion was seconded by Commissioner Raymond and both Commissioners voted in favor of said motion.

- V. Preview of January and February 2014 upcoming events: Capt. Chase noted that the only upcoming event is the Pig-Skin 5-K on Super Bowl Sunday, February 2nd.

VI. December 2013 Monthly Reports:

- a. Chief's Office
- b. Criminal Division
- c. Patrol Division
- d. Communications Division
- e. Statistical Reports (Including Pistol Permit #s)

Review and discussion of the monthly reports focused on Chief Scott's yearly Christmas letter to employees, Current Drug Task Force assignment and progress, Traffic Advisory Committee notes and appreciation for listing agenda for Commission to see, discussion of part-time pay and its impact on recruiting part-time dispatchers, crime statistics review and recent School Resource Officer assignment. After review and discussion of the December 2013 monthly report, Commissioner Courtemanche made a motion to accept said report, the motion was seconded by Commissioner Raymond and both Commissioners voted in favor of said motion.

VII. Correspondence: None to review.

VIII. Accreditation / Grants update: -- See "New Business"

IX. Budget Update:

- a. Police
- b. 911

Chief Scott noted nothing new to report. Overall percentages continue to track in an acceptable fashion with the area of concern remaining vehicle maintenance and repair. Chief Scott updated Commission on status of Cruiser Fleet Purchasing project. State Bid list came out in later November and is currently being reviewed.

X. Old Business:

- a. COPs Grant / School Resource Officer Update: Chief Scott and Captain Chase outlined that Officer Simonds has been assigned to the SRO position. Chief Scott noted that he drafted a Memorandum of Understanding between the Police Department and the School District outlining the expectations of the SRO and

clearly defining the roles and responsibilities of the position as required by the COPs office grant. Chief Scott also noted that the SRO along with the Accreditation Manager will be assisting the School District as they begin to look at updating their emergency action plans.

XI. New Business:

- a. 10 Year Activity Review: Reviewed
- b. 2014 Bias-based Profiling Annual Administrative Review: Reviewed
- c. 2013 Annual Analysis of the Recruitment Plan, CPD G.O. 201
 - i. General Order # 201 Recruitment Plan – Update: Recruitment Analysis was reviewed along with proposed amendments to General Order 201. Thereafter Commissioner Raymond made a motion to accept the amendments to GO 201, the motion was seconded by Commissioner Courtemanche and both Commissioners voted in favor of said motion.
- d. 2013 Pursuit Analysis: Reviewed with note that no pursuits occurred in 2013 which is demonstrative to the department’s restrictive pursuit policy.
- e. 2013 Use of Force Analysis: Reviewed with specific discussion of department’s personnel early warning system which is triggered whenever an officer has ten or more use of force reports in a single year. After review and discussion Commissioner Courtemanche made a motion to accept the 2013 Use of Force Analysis, the motion was seconded by Commissioner Raymond and both Commissioners voted in favor of said motion.
- f. 2013 Parking Enforcement Summary: Reviewed.

At 6:14 pm Commissioner Raymond made a motion to enter non-public session pursuant to NH RSA 91-A:3, II (b), the motion was seconded by Commissioner Courtemanche and both Commissioners voted in favor of said motion.

XII. Public Session: The meeting returned to public session **at 6:33 pm**.

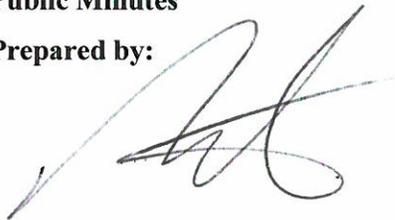
After the meeting returned to public session there was a brief discussion concerning the appointment of a Chair. The Commissioners chose to wait for the appointment of the third Commissioner prior to selecting a Chair.

XIII. Set tentative meeting(s) Schedule for February 2014 meeting: The February meeting of the Claremont Police Commission was scheduled for Wednesday, February 19th, 2014 at 5:30 pm at the Claremont Visitors Center/Planning Office.

XIV. Adjourn: At 6:36 pm Commissioner Raymond made a motion to adjourn, the motion was seconded by Commissioner Courtemanche and both Commissioners voted in favor of said motion.

Public Minutes

Prepared by:

A handwritten signature in black ink, appearing to be 'Chief Scott', written over a light blue horizontal line.

Chief Scott