

Claremont Police Commission Meeting

Public Minutes

Wednesday, February 17th, 2016 @ 5:30 PM

@ Visitor's Center/Planning & Development Office, 14 North Street

- I. Roll call & Call to Order: The meeting was called to order **at 5:35 pm**. Commissioner Raymond and Commissioner Tremblay were present. Commissioner Courtemanche was excused. Chief Scott was present.
- II. Citizens Forum: No citizens appeared for citizen's forum.
- III. Review of Minutes of January 20th, 2016 Public Meeting: After review of the January 20th, 2016 Public Meeting Minutes Commissioner Raymond made a motion to accept said minutes, the motion was seconded by Commissioner Tremblay and both Commissioners voted in favor of said motion.
- IV. Preview of February and March, 2016 upcoming events: Chief Scott noted that no events are scheduled until April. April includes a 5-K run and 5-K walk.
- V. January 2016 Monthly Reports:
 - a. Chief's Office
 - b. Investigations
 - c. Patrol
 - d. Communications
 - e. Statistical Reports

The monthly reports were reviewed with discussion focusing on the updated Code Red emergency notification platform and the assignment of a new lead for the system, the Communications Specialists who were recently released to solo duty after field training, review of generator and electrical issues and steps being taken to repair the generator and switching system, and lastly the implementation and use of the new wireless telephone headsets in the Communications Center. After review and discussion of the January

2015 monthly reports and statistics Commissioner Tremblay made a motion to accept said reports, the motion was seconded by Commissioner Raymond and both Commissioners voted in favor of said motion.

VI. Correspondence: Reviewed a Thank You letter received from Adam Sexton of WMUR News 9.

VII. Accreditation / Grants update: See Old Business

VIII. Budget Update:

a. Police

b. 911

Chief Scott noted that overall percentages continue to track in an acceptable fashion. Chief Scott outlined that there appears to be a miscoding issue in the 911 budget in the part-time line item but it is not impacting the bottom line. Chief Scott noted he would work on correcting this issue.

IX. Old Business:

- a. General Order # 517: Pretrial Identification Procedures – Signatures: General Order 517 was signed by both Commissioners and Chief Scott. Chief Scott will bring signature copy back next month for Commissioner Courtemanche's signature.
- b. Department Organization: Chief Scott noted this will be covered under non-public, personnel issues. Reorganization planning is ongoing due to current staffing and possible staffing changes.
- c. 2016 Strategic Plan Update for 2016: After review and discussion of the 2016 Strategic Plan Update Commissioner Raymond made a motion to accept said update, the motion was seconded by Commissioner Tremblay and both Commissioners voted in favor of said motion.

- d. 2016 Immediate Goals and Objectives Update for 2016: After review and discussion of the 2016 Immediate Goals and Objectives Update Commissioner Tremblay made a motion to accept said update, the motion was seconded by Commissioner Raymond and both Commissioners voted in favor of said motion.

X. New Business:

- a. General Order 702, Criminal Justice Information Systems (CJIS): After review Commissioners had a question about page 3, H., 3. and the impact of failing to return a validation form. Chief Scott noted that information will be purged from NCIC without proper validation to ensure proper oversight and auditing of what information is allowed into the system. Chief Scott provided a recent example of information that had to be taken out of the system because Claremont was not the proper originating jurisdiction for the information despite the fact the correct jurisdiction was not putting the information into the system and the case was about a check the well-being on a missing elderly person. Chief Scott and Commission agreed to hold this item over until the March meeting for full Commission review prior to finalization.
- b. December 2015 NH Drug Monitoring Initiative: Commission reviewed the Drug Monitoring Initiative report for January 2016. Commissioner Raymond noticed that there was a question in the report as to whether or not Valley Regional Hospital was providing statistics for the report. She agreed to check with VRH CEO Peter Wright to determine if they are providing statistics for the report.
- c. 2015 Bias-Based Profiling Administrative Review: The Commissioners agreed to hold this for the March meeting for full Commission review.

At 6:07 pm Commissioner Tremblay made a motion to go into non-public session pursuant to NH RSA 01-A:3, II (a) personnel, the motion was seconded by Commissioner Raymond and both Commissioners voted in favor of said motion.

XI. Public Session: The meeting returned to public session at 6:37 pm.

XII. Set tentative meeting(s) Schedule for March 2016 meeting: The March 2016 Claremont Police Commission meeting was tentatively scheduled for Wednesday March 16th, 2016 at 5:30 pm at the Visitors Center, 14 North Street.

XIII. Adjourn: **At 6:38 pm** Commissioner Tremblay made a motion to adjourn, the motion was seconded by Commissioner Raymond and all three Commissioners voted in favor of said motion.

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Prepared by:

Chief Scott