

Claremont Police Commission Meeting

Public Minutes

January 16th, 2013 @ 6:00 PM @ Office of the Chief of Police

- I. Roll call & Call to Order: The meeting was called to order **at 5:58pm**. Chair McClintock was present via a video and audio Skype connection. Commissioner Courtemanche was present. Commissioner Raymond was excused. Chief Scott and Captain Chase were present.

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

- III. Review Minutes of December 19th, 2012 Public Meeting: Chair McClintock reviewed the public minutes of December 19th 2012 and found them to be in order and complete. Commissioner Courtemanche was not a member of the Commission in December 2012 and Commissioner Cross, who attended the December 2012 meeting is no longer a Commissioner.

- IV. Preview of January and February 2013 upcoming events: There were no upcoming events to review.

- V. December 2012 Monthly Reports:
 - a. Chief's Office:
 - b. Criminal Division:
 - c. Patrol Division:
 - d. Communications Division:
 - e. Statistical Reports:

Chair McClintock and Commissioner Courtemanche agreed to move review of the December 2012 Monthly Reports to the February meeting to allow for full Commission review.

Chair McClintock noted that the Commission and Department should appropriately recognize Commissioner Cross' service to the Commission, City and Department over the last six years. Chief Scott stated he would do so for presentation at a later date.

VI. Correspondence: None to review.

VII. Accreditation / Grants update:

a. 2012 Use of Force Analysis

b. 2012 Bias-based Profiling: Annual Administrative Review

Review of the above reports was moved to the February 2012 meeting to allow for full Commission review after Commissioner Courtemanche and Commissioner Raymond had an opportunity to review the material.

VIII. Budget Update:

a. 2012 Year End: Chief Scott outlined that the 2012 budgets ended in the black.

b. 2013 – 2014: Chief Scott noted that the 2013-2014 is tracking in an acceptable fashion. Chief Scott also noted that the January through June six month budget savings will automatically be transferred into the twelve month July through June budget.

IX. Old Business: Recruiting Update: Chief Scott outlined that the two new recruits had successfully passed the entrance fitness test for the Police Academy and started the fourteen week live in full time police officer academy on January 7th, 2013. Graduation is April 12th, 2013.

X. New Business:

a. Recruiting Interviews (during non-public session)

b. Plan for 2012 Year in Review and 2013 Strategic Plan update: This agenda item was moved to the February meeting date to allow for full Commission discussion.

At 6:11pm Commissioner Courtemanche made a motion to go into non-public session pursuant to NH RSA 91-A:3, II, the motion was seconded by Chair McClintock and both Commissioners voted in favor of said motion.

XI. Public Session: The meeting returned to public session **at 7:30pm**.

XII. Set tentative meeting Schedule for February 2013: The February 2013 Claremont Police Commission meeting was tentatively scheduled for Wednesday February 20th, 2013 at 6:00pm at Police Headquarters.

XIII. Adjourn: **At 7:34pm** Chair McClintock 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:

Chief Scott

Claremont Police Commission Meeting

Public Minutes

February 20th, 2013 @ 6:00 PM @ Office of the Chief of Police

- I. Roll call & Call to Order: The meeting was called to order at 6:00 pm. Chair McClintock was present via a video and audio Skype connection. Commissioner Courtemanche and Commissioner Raymond were present along with Chief Scott.

- II. Citizens Forum: No citizens appeared for citizens' forum.

- III. Review Minutes of January 13th, 2013 Public Meeting: After review and discussion of the January 13th, 2013 public meeting minutes, Commissioner Courtemanche made a motion to accept said minutes, the motion was seconded by Chair McClintock and both Commissioners voted in favor of said motion. Commissioner Raymond abstained since she was excused from the January 13th, 2013 meeting.

- IV. Preview of February and March 2013 upcoming events: Chief Scott noted that the next notable event for upcoming events will be the Police Academy Graduation on Friday April 12th, 2013.

- V. December 2012 and January 2013 Monthly Reports:
 - a. Chief's Office:
 - b. Criminal Division:
 - c. Patrol Division:
 - d. Communications Division:
 - e. Statistical Reports:

Review and discussion of the December and January monthly reports included positive input for the quick notification actions taken in December during the Boil Order Notice. Chief Scott updated the Commission on Retired Sergeant Bill Wadsworth. Chief Scott explained the Access Management Study for Washington Street being conducted by Upper Valley Lake Sunapee Regional Planning Commission. Chief Scott explained how the Code Red Mass Notification system works. Chief Scott explained the development of the Department's Policy Manual and that the Commissioners were free to review the manual at any time. Chief Scott noted that the final numbers in the 2012 Crime

Comparison report did not raise significant concerns about a spike in crime in 2012, despite the fact that the spring months showed a meaningful increase over the previous year. Chair McClintock asked Chief Scott to review the tow list contracts to ensure appropriate action is taken in 2013 if necessary.

After review of the December 2012 and January 2013 monthly reports Commissioner Raymond made a motion to accept said reports, the motion was seconded by Commissioner Courtemanche and all three Commissioners voted in favor of said motion.

VI. Correspondence: Thank you letter from Chief Burroughs of the Newport Police Department was reviewed.

VII. Accreditation / Grants update:

- a. 2012 Use of Force Analysis: The 2012 Use of Force Analysis was reviewed with questions centering the importance of time of day statistics and the officer reporting process and follow-through. After review and discussion Chair McClintock made a motion to accept the 2012 Use of Force Analysis, the motion was seconded by Commissioner Raymond and all three Commissioners voted in favor of said motion.
- b. 2012 Bias-based Profiling: Annual Administrative Review: After review and discussion of the 2012 Bias-based Profiling review Commissioner Courtemanche made a motion to accept said review, the motion was seconded by Chair McClintock and all three Commissioners voted in favor of said motion.
- c. 2012 Pursuit Analysis: Discussion of the 2012 Pursuit Analysis centered on the need to improve our supervisory reporting procedure. The officer reporting procedure is working very well. Commissioners were impressed with the low number of pursuits. After review and discussion of the 2012 Pursuit Analysis Chair McClintock made a motion to accept said report, the motion was seconded by Commissioner Courtemanche and all three Commissioners voted in favor of said motion.
- d. 10 Year Activity Review: Reviewed with explanation of variation in total Calls for Service numbers by Chief Scott. Not formal action was required.

VIII. Budget Update:

- a. 2012 Year End (Copies of 2012 year end budget printouts included in packet):
Reviewed with further information provided in 2012 year in review.
- b. 2013 – 2014: Chief Scott noted that percentages are tracking in an acceptable fashion. Chief Scott also noted that one vacancy will be left vacant until at least July 2013 at which time the budget will be re-evaluated.

IX. Old Business: Recruiting Update: Chief Scott noted that only two vacancies remain to be filled and that only one will be filled prior to July 2013 with the hopes of hiring one more before the June 2013 Police Academy. That would result in three recruits attending the June 2013 police academy for Claremont.

X. New Business:

- a. 2012 Year in Review: Commissioners Courtemanche and Raymond thanked Chief Scott for the 2012 year in review document as it proved a very useful tool in bringing them up to speed on what has occurred over the last year. After review and discussion, Commissioner Raymond made a motion to accept the 2012 Year in Review, the motion as seconded by Chair McClintock and all three Commissioners voted in favor of said motion.
- b. Plan for 2013 Strategic Plan update: Chief Scott asked the Commissioners to provide input directly to him prior to the end of the first week of March for inclusion in a draft update to the Strategic Plan and he immediate goals and objectives for 2013. Chair McClintock explained the prior Commissions efforts during the middle of 2012 to begin to insert more objective criteria into the immediate goals and objectives document. During review and discussion issues of community policing in the downtown area became a focus with questions about “sidewalk” stencil signs for informing public about skateboard and bicycling prohibitions on downtown sidewalks, Pleasant Street Camera discussion and general police presence in the downtown.

At 7:33 pm Commissioner Courtemanche made a motion to go into non-public session pursuant to NH RSA 91-A:3,II, the motion was seconded by Commissioner Raymond and all three Commissioners voted in favor of said motion.

XI. Public Session: The meeting returned to public session **at 8:06 pm**.

XII. Set tentative meeting Schedule for February 2013: The March meeting was set for Tuesday March 19th, at 6:00 pm at Police Headquarters.

XIII. Adjourn: **At 8:08 pm** Commissioner Courtemanche made a motion to adjourn, the motion was seconded by Commissioner Raymond and the all three Commissioners voted in favor of said motion.

Public Minutes

Prepared by:

Chief Scott

Claremont Police Commission Meeting

Public Minutes

March 26th, 2013 @ 6:00 PM @ Office of the Chief of Police

- I. Roll call & Call to Order: The meeting was called to order at **6:05 pm**. Chair McClintock was present via a video and audio Skype connection. Commissioner Courtemanche and Commissioner Raymond were present along with Chief Scott.

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

- III. Review Minutes of February 20th, 2013 Public Meeting: After review and discussion of the February 20th, 2013 public meeting minutes, Commissioner Courtemanche made a motion to accept said minutes, the motion was seconded by Chair McClintock and all three Commissioners voted in favor of said motion.

- IV. Preview of March and April 2013 upcoming events: Chief Scott noted that Recruits Jerome-Weed and Atkinson will be graduating from the Police Academy on April 12th, 2013. The ceremony begins at 2:00 pm. Chief Scott will send an e-mail reminder on April 8th about the ceremony.

- V. February 2013 Monthly Reports:
 - a. Chief's Office:
 - b. Criminal Division:
 - c. Patrol Division:
 - d. Communications Division:
 - e. Statistical Reports:

Discussion of February monthly report included discussion on increase in issuance of pistol/revolver licenses. Chief Scott will review statistics to see what actual recent increase is as compared to previous years for next meeting. Additionally, Chief Scott briefed Commission on impact of reduced funding at NH Department of Corrections and how it can impact the safety of the community in Claremont. Specifically, a number of recent high profile crimes in Claremont were committed by Parolees. Chief Scott also briefed Commission on the impact of reduced funding to the Drug Task Force. The Drug

Task Force is a critical partner in our drug enforcement efforts and any reduction in their ability to service Sullivan County will have a negative impact on us. Chief Scott and the Commission were both happy to see the overall numbers in each category of the overall crime statistics at a reduction from 2012 numbers so far in 2013.

VI. Correspondence: Chief Scott reviewed the Academy Graduation Announcement with the Commission. Chief Scott reviewed the Thank You letters from retired Lt. Nelson and retired Deputy Chief Lunderville for our assistance in transporting them to the funeral services for Sgt. William Wadsworth.

VII. Accreditation / Grants update:

- a. General Order 101 review
- b. General Order 102 changes
- c. General Order 106 review
- d. General Order 310 changes
- e. General Order 315 review
- f. General Order 316 review
- g. General Order 401 review
- h. General Order 401.2 delete
- i. General Order 404.1 revision
- j. General Order 404.3 review
- k. General Order 407 review
- l. General Order 410.1 revision
- m. General Order 410.2 revision
- n. General Order 417 revision
- o. General Order 511 review
- p. General Order 660 revision
- q. General Order 710, new

After review of the listed General Orders the following adjustments were made:

- Wording corrected on General Order 102 paragraph II – changed the word “title” to the word “subject.”
- Typo corrected on General Order 710 page 1, included the missing word “of” in the text.

After review of the above listed General Orders and the above noted corrections were made, Commissioner Raymond made a motion to approve all of the above General Orders as corrected, Commissioner Courtemanche seconded the motion and all three Commissioners voted in favor of said motion.

VIII. Budget Update:

- a. Police
- b. 911

Chief Scott noted that the communication battery backup system needed repair. The repair cost was significant. Other than that, budget numbers are tracking in an acceptable fashion.

IX. Old Business:

- a. Recruiting Update: Chief Scott noted that while recruiting efforts continue, the current focus is on training current recruits. Once recruit training efforts are well underway, we will shift focus back to filing final two vacancies.
- b. Tow List question: Chief Scott noted that 2013 tow list has been finalized with all companies returning and no additional companies expressing interest. Updated insurance information has been received and bi-annual agreements are being updated with new signatures.
- c. 2013 Strategic Plan Update: The Commission reviewed the 2013 Strategic Plan Update and was satisfied with the amendments. Particular discussion was focused on whether the language on finalizing contract negotiations was strong enough. Commissioner agreed it was, especially since they have limited ability to impact negotiations.
- d. 2013 Immediate Goals and Objectives: The Commission reviewed the 2013 Immediate Goals and Objectives document. Commission outlined that it was pleased with the documents move towards more objectively measurable standards. The Commission wanted to make sure the objectively measurable standards were appropriately challenging, but not unattainable and agreed that close scrutiny will be necessary during the move towards objective standards.

After review and discussion of the 2013 Strategic Plan Update and the 2013 Immediate Goals and Objectives Chair McClintock made a motion to accept said documents, the motion as seconded by Commissioner Courtemanche and all three Commissioners voted in favor of said motion.

X. New Business: (See Accreditation / Grants Update section)

At 7:34 pm Commissioner Courtemanche made a motion to go into non-public session pursuant to NH RSA 91-A:II, the motion was seconded by Commissioner Raymond and all three Commissioners voted in favor of said motion.

XI. Public Session: The meeting returned to public session **at 8:02 pm**.

XII. Set tentative meeting Schedule for April 2013: The April meeting was tentatively set for Wednesday April 24th, 2013 at 6:00 pm at Police Headquarters.

XIII. Adjourn: **At 8:07 pm** Commissioner Courtemanche made a motion to adjourn, the motion was seconded by Commissioner Raymond and all three Commissioners voted in favor of said motion.

Public Minutes

Prepared by:

Chief Scott

Claremont Police Commission Meeting

Public Minutes

April 24th, 2013 @ 6:00 PM @ Office of the Chief of Police

- I. Roll call & Call to Order: The meeting was called to order at 6:00 pm. Chair McClintock was present via a video and audio Skype connection. Commissioner Courtemanche and Commissioner Raymond were present along with Chief Scott. Eagle Times reporter Damien Fisher attended the meeting as well.

- II. Citizens Forum: No citizens appeared for citizens' forum.

- III. Review Minutes of March 26th, 2013 Public Meeting: After review and discussion of the February 20th, 2013 public meeting minutes, Commissioner Raymond made a motion to accept said minutes, the motion was seconded by Commissioner Courtemanche and all three Commissioners voted in favor of said motion.

- IV. Preview of May 2013 upcoming events:
 - a. Plan for 2013 Awards event combination Recruit oath of office event and Commissioner Cross recognition event: After discussion Commission agreed to host pinning ceremony for two recent graduates and recognition event for former Commissioner Cross at the May Commission meeting.

- V. March 2013 Monthly Reports:
 - a. Chief's Office:
 - b. Criminal Division:
 - c. Patrol Division:
 - d. Communications Division:
 - e. Statistical Reports (Including Pistol Permit #s through February 28, 2013):

Review and discussion of the March 2013 monthly report focused on two fold increase in pistol permit applications for 2013 as of the end of February. Discussion also focused on the overall decrease in crime numbers for 2013 through March. After review and discussion of the March 2013 monthly reports, Chair McClintock made a motion to accept them, the motion was seconded by Commissioner Courtemanche and all three Commissioners voted in favor of said motion.

VI. Correspondence: Thank you note and idea of sidewalk stencil e-mail was reviewed by Commission.

VII. Accreditation / Grants update:

- a. General Order 505, Evidence Collection (revision): After review and discussion Chair McClintock made a motion to accept said general order, Commissioner Raymond seconded the motion and all three Commissioners voted in favor of accepting General Order 505.
- b. General Order 604, Bombs, Bomb Threats (revision): After review and discussion Commissioner Raymond identified a wording issue that seemed to limit the policy to buildings only and all three Commissioners agreed the language should be broader. General Order was sent back for revision and will be re-presented at the May meeting.

VIII. Budget Update:

- a. Police: Overall percentages continue to track in an acceptable fashion with the only area of concern being vehicle maintenance and repair.
- b. 911: Overall percentages are tracking in an acceptable fashion however a significant repair cost for the computer and radio system battery back-up unit has made a big dent in the budget.

IX. Old Business:

- a. Recruiting Update: Chief Scott outlined that recruiting is ongoing with applications continuing to be reviewed. He noted they are actively looking to fill one of the vacant positions and will re-evaluate the budget in July to determine when to fill the final vacancy.
- b. 2013 Strategic Plan Update (Amended to include Command Staff input):
- c. 2013 Immediate Goals and Objectives (Amended to include Command Staff input)

For **b.** and **c.** above command staff input was accepted and after review and discussion Chair McClintock made a motion to accept the amendments to the 2013 Strategic Plan Update and Immediate Goals and Objectives, the motion was seconded by Commissioner Raymond and all three Commissioners voted in favor of said motion.

Commissioner Raymond briefed fellow commissioners on the recent Police Academy Graduation ceremony she attended. Commissioner Raymond was very impressed with the event and was happy to be able to congratulate Officers Jerome and Atkinson upon their graduation.

X. New Business: (See Accreditation / Grants Update section)

At 6:37 pm Commissioner Courtemanche made a motion to go into non-public session pursuant to NH RSA 91-A:ii, the motion was seconded by Commissioner Raymond and all three Commissioners voted in favor of said motion.

XI. Public Session: The meeting returned to public session at **7:03 pm**

XII. Set tentative meeting Schedule for May 2013:

After lengthy discussion it was agreed that the regular May 2013 Police Commission meeting would be held on May 15, 2013 at 6:00 pm at the Claremont Visitors Center. Former Commissioner Cross will be honored along with a special ceremony to recognize the recent academy graduates, Officers Jerome and Atkinson.

XIII. Adjourn: **At 7:25 pm** Chair McClintock made a motion to adjourn, the motion was seconded by Commissioner Raymond and all three Commissioners voted in favor of said motion.

Public Minutes

Prepared by:

Chief Scott

Claremont Police Commission Meeting

Public Minutes

May 15th, 2013 @ 6:00 PM @ Planning Office/Visitors Center, 14 North Street

- I. Roll call & Call to Order: The meeting was called to order at 6:08 pm. Chair McClintock, Commissioner Courtemanche and Commissioner Raymond were present. Chief Scott and Captain Chase were present as well.
- II. Recognition of former Commissioner Jerry Cross: Chief Scott recognized Commissioner Cross' service to the Claremont Police Commission through a brief speech and presented Commissioner Cross with a plaque.
- III. Congratulations to Officers Jerome and Atkinson for Academy Graduation and Ceremonial Badge Pinning: After a brief speech by Chief Scott and congratulations from the Commission for their recent Academy Graduation, Officers Jerome and Atkinson were pinned with their badges. Officer Jerome's husband, mother and father were all in attendance and her father pinned her. Officer Atkinson's daughter and fiancée were in attendance and both pinned her. Chief Scott and the Commission thanked both families for attending and acknowledged his and the Commissions appreciation for the support that they have and will provide to our newest officers.
- IV. Citizens Forum: No citizens appeared for citizen's forum.
- V. Review Minutes of April 24th, 2013 Public Meeting: After review and discussion of the April 24th, 2013 public meeting minutes, Commissioner Raymond made a motion to accept said minutes, the motion was seconded by Chair McClintock and all three Commissioners voted in favor of said motion.
- VI. Preview of May and June 2013 upcoming events: May 18 is prom, May 27th is Memorial Day parade and June 8th is Alumni Day parade.

VII. March 2013 Monthly Reports:

- a. Chief's Office
- b. Criminal Division
- c. Patrol Division
- d. Communications Division
- e. Statistical Reports (Including Pistol Permit #s through March, 2013)

Chief Scott outlined the history of the Safe Routes to School Grants for the three Claremont elementary school as well as outlining the current SRTS grant application that is being used to fund recommended infrastructure improvements identified during the first round of grant funded planning. Chief Scott briefed the Commission on the NHACOP's firm stance against expanded gambling. Chief Scott updated Commission regarding the denial of parole for Jesse Jarvis. Commission was also briefed on the Code Red test call. Pistol permits continue to track well ahead of previous year's numbers. Lastly, Crime statistics continue to show a downward trend.

- VIII. Correspondence: National Drug Take Back Program results letter was reviewed. During the April 27th event Claremont turned in 71.2 pounds of unwanted meds and the statewide collection totaled 5,681 pounds.

IX. Accreditation / Grants update:

- a. (Old Business) General Order 604, Bombs, Bomb Threats (revision): After final review and discussion Chair McClintock made a motion to accept GO 604, the motion was seconded by Commissioner Raymond and all three Commissioners voted in favor of said motion. Original signature copy will be presented to signatures at the June 2013 meeting.

X. Budget Update:

- a. Police
- b. 911

Chief Scott noted that overall percentages continue to track in an acceptable fashion. Area of concern remains vehicle maintenance and repair as well as cost of battery back-up system repair for dispatch computers and consoles. Captain Chase noted that while the first Chevy Impala fleet required little maintenance and repair, this fleet is not proving as reliable.

XI. Old Business:

- a. Recruiting Update: Chief Scott outlined to Commission that he and Captain Chase are currently actively recruiting to fill one of the two vacant positions. The second position will be filled after the budget is re-evaluated in July, 2013.

XII. New Business: N/A

At 7:09 pm Commissioner Raymond made a motion to go into non-public session pursuant to NH RSA 91-A:II, the motion was seconded by Chair McClintock and all three Commissioners voted in favor of said motion.

XIII. Public Session: The meeting returned to public session **at 8:23 pm.**

- XIV. Set tentative meeting(s) Schedule for June 2013: The Commission will meet twice in June, once on June 6, 2013 for promotional purposes and the regular monthly meeting will be held on Wednesday June 19th, 2013 at 6:00 pm at the Visitors Center on North Street.
- XV. Adjourn: At 8:26 pm Commissioner Raymond made a motion to adjourn, the motion was seconded by Commissioner Courtemanche and all three Commissioners voted in favor of said motion.

Public Minutes

Prepared by:

Chief Scott

Claremont Police Commission Meeting

Public Minutes

June 19th, 2013 @ 6:00 PM @ Planning Office/Visitors Center, 14 North Street

- I. Roll call & Call to Order: The meeting was called to order at **6:07 pm**. Chair McClintock, Commissioner Courtemanche and Commissioner Raymond were present. Chief Scott and Captain Chase were present.

- II. Congratulations to recently promoted officers (Lt. Andrewski, Lt. Wilson, Sgt. Cobb, Sgt. Wilmot and Sgt. Reichert) and swearing-in ceremony: Lt. Andrewski along with his wife, children and his parents were in attendance. Lt. Wilson along with his wife and children were in attendance. Sgt. Cobb along with her husband, child and parents were in attendance. Sgt. Wilmot along with his wife, children and parents were in attendance. Sgt. Reichert along with his wife and child were in attendance. Additionally, Eagle Times Reporter Damien Fischer and E-Ticker Reporter Bill Binder were in attendance.

Chief Scott opened the ceremony with a review of the importance of family support in policing. He followed this with a discussion about compassion and its impact on effective community policing. Lastly he reviewed the Law Enforcement Code of Ethics will all officers present before moving on to the swearing in and pinning of each newly promoted officer. Chair McClintock echoed the importance of family support and outlined the Commission's pride in being able to promote these worthy candidates.

Lt. Andrewski had his Lieutenants badge pinned on by his wife. Lt. Wilson had his Lieutenants badge pinned on by his daughters. Sgt. Cobb had her Sergeants badge pinned on by her husband. Sgt. Wilmot had his Sergeants badge pinned on by his wife. Sgt. Reichert had his Sergeants badge pinned on by his wife.

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

IV. Review Minutes of May 15th, 2013 Public Meeting: After review of the May 15th, 2013 public meeting minutes Chair McClintock made a motion to accept said minutes, the motion was seconded by Commissioner Courtemanche and all three Commissioners voted in favor of said motion.

V. Preview of July 2013 upcoming events: Major upcoming event is the 4th of July Fireworks display and the events leading up to the display.

VI. May 2013 Monthly Reports:

- a. Chief's Office
- b. Criminal Division
- c. Patrol Division
- d. Communications Division
- e. Statistical Reports (Including Pistol Permit #s through April, 2013)

The May 2013 monthly reports were reviewed. The focus was on the fact that crime trends continue to show positive downward trend. After review and discussion of the May 2013 monthly reports Commissioner Raymond made a motion to accept said report, the motion was seconded by Commissioner Courtemanche and all three Commissioners voted in favor of said motion.

VII. Correspondence: Reviewed thank you letter from student that Chief Scott assisted with academic project. Reviewed invitation letter from Sgt. Cobb to attend a day of the Cadet Academy at which she will be Cadre Staff. Commission expressed appreciation for Sgt. Cobb's continuing good work with the Cadet Academy.

VIII. Accreditation / Grants update:

- a. (Old Business) General Order 604, Bombs, Bomb Threats: being presented for signature, was voted for approval at May 15th, 2013 meeting: Based on previous vote, Commissioners signed General Order 604 along with Chief Scott.

- b. (New Business) Minor revision to General Order 410.1, Firearms: After review and discussion Commissioner Courtemanche made a motion to accept the revisions to General Order 410.1, Firearms, the motion was seconded by Commissioner Raymond and all three Commissioners voted in favor of said motion.

IX. Budget Update:

- a. Police: Chief Scott explained that overall percentages continue to track in an acceptable fashion with area of concern being vehicle maintenance and repair.
- b. 911: Chief Scott explained that overall percentages continue to track in an acceptable fashion with only area of concern being equipment maintenance and repair.

X. Old Business:

- a. Recruiting Update: Chief Scott noted that there will be a third academy in 2013 starting in September and he and Capt. Chase are preparing applicants to present to the Commission for hire and participation in said academy.
- b. Chain of Command: The updated Chain of Command document was reviewed. The concern expressed was based on the current lack of personnel in the Criminal Division. Chief Scott outlined that current part time help assigned to the division is helping offset that.
- c. General Order 604 – See Accreditation above

XI. New Business:

- a. General Order 410.1 – See Accreditation above

At 7:27 pm Commissioner Courtemanche made a motion to go into non-public session pursuant to NH RSA 91-A:II, the motion was seconded by Chair McClintock and all three Commissioners voted in favor of said motion.

- XII. Public Session: The meeting returned to public session **at 7:37 pm.**
- XIII. Set tentative meeting(s) Schedule for July 2013: The July meeting of the Claremont Police Commission was scheduled for July 17th, 2013 at 6:00 pm at the Visitors Center on North Street. Captain Chase will be presiding over the meeting as Chief Scott will not be available.
- XIV. Adjourn: **At 7:39 pm** Chair McClintock made a motion to adjourn, the motion was seconded by Commissioner Raymond and all three Commissioners voted in favor of said motion.

Public Minutes

Prepared by:

Chief Scott

Claremont Police Commission Meeting

Public Minutes

July 17th, 2013 @ 6:00 PM @ Planning Office/Visitors Center, 14 North Street

- I. Roll call & Call to Order: The meeting was called to order at 6:02 pm. Chair McClintock and Commissioner Courtemanche were present. Commissioner Raymond was excused. Captain Chase was present and Chief Scott was excused.

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

- III. Review Minutes of June 19th, 2013 Public Meeting: After review and discussion of the June 19th, 2013 public meeting minutes Chair McClintock made a motion to accept said minutes, the motion was seconded by Commissioner Courtemanche and both Commissioners voted in favor of said motion.

- IV. Preview of August 2013 upcoming events: Captain Chase outlined the completion of the field training program for Officers Jerome and Atkinson, including their respective "shadow" weeks. Officers will again be assisting at the Cornish Fair in August. The end of August will mark the start of the 2013/2014 school year which will include some challenges with traffic around the high school due to construction. The Drapers Corner construction project continues and thus far traffic control has been relatively smooth and the project has been very responsive to suggested improvements.

- V. June 2013 Monthly Reports:
 - a. Chief's Office
 - b. Criminal Division
 - c. Patrol Division
 - d. Communications Division
 - e. Statistical Reports (Including Pistol Permit #s)

After review there were not questions or comments. Commissioner Courtemanche made a motion to accept the June 2013 monthly reports, the motion was seconded by Chair McClintock and both Commissioners voted in favor of said motion.

VI. Correspondence: None to review

VII. Accreditation / Grants update: Accreditation Manager Wilmot continues to ensure our compliance with accreditation standards as well as manage the COPS grant. Lastly, Claremont Police are expected to receive another round of Bullet Proof Vest grant funding to help with our vest purchase and replacement program.

VIII. Budget Update:

- a. Police – June 2013 six month budget review (see New Business)
- b. 911 – June 2013 six month budget review (see New Business)

Both budgets continue to track in an acceptable fashion with only areas of concern being maintenance and repairs. Chief Scott will brief Commission at the August meeting on the merging of the 6 month budget to the 12 month July 2013 to June 2014 budget.

IX. Old Business:

- a. Recruiting Update: Capt. Chase and Chief Scott continue to review applications and interview potential candidates. Currently there are two viable candidates preparing to go through the preliminary background phase.

X. New Business: See Budget Update

At 6:49 pm Chair McClintock made a motion to go into non-public session pursuant to NH RSA 91-A:II, the motion was seconded by Commissioner Courtemanche and both Commissioners voted in favor of said motion.

- XI. Public Session: The meeting returned to public session **at 6:55 pm.**
- XII. Set tentative meeting(s) Schedule for August 2013: The August 2013 meeting of the Claremont Police Commission was scheduled for Wednesday August 21, 2013 at 6:00 pm at the Visitors Center on North Street.
- XIII. Adjourn: **At 6:58 pm** Chair McClintock 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:

Chief Scott

Claremont Police Commission Meeting

Public Minutes

August 21st, 2013 @ 6:00 PM @ Planning Office/Visitors Center, 14 North Street

- I. Roll call & Call to Order: The meeting was called to order at **6:00 pm**. Chair McClintock was excused. Commissioner Raymond and Commissioner Courtemanche were both present. Chief Scott was present.

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

- III. Review Minutes of July 17th, 2013 Public Meeting: After review and discussion it was determined that paragraph X. should read "see budget update". The minutes will be finalized at the September meeting when full Commission is present and correction is made.

- IV. Preview of August and September 2013 upcoming events: Major event is the start of the 2013/2014 School year on August 26th. Chief Scott and Capt. Chase have been coordinating with construction companies relative to the Stevens High construction project and Drapers Corner construction project to ensure a smooth opening to the school year.

- V. July 2013 Monthly Reports:
 - a. Chief's Office
 - b. Criminal Division
 - c. Patrol Division
 - d. Communications Division
 - e. Statistical Reports (Including Pistol Permit #s)

Chief Scott briefed Commission on the Flying Aces Taxi owner's arrest, Chuck Cramer, in case they were presented with any questions from the public. Mr. Cramer has not updated his taxi license with the City and continued to operate without the proper license. Chief Scott briefed the Commission on the efforts of the City's Wellness Committee and their ongoing work to get the workforce involved in positive health and wellness

activities. After review and discussion of the July 2013 monthly reports Commissioner Courtemanche made a motion to accept said reports, the motion was seconded by Commissioner Raymond and both Commissioners voted in favor of the motion.

- VI. Correspondence: Chief Scott presented Commissioner Raymond and Commissioner Courtemanche with laminated newspaper articles of the recent promotion swearing-in ceremony. The laminated copies were provided by Charles Attardo a.k.a. the Laminator. The Commission also reviewed a memo from Accreditation Manager Wilmot which provided a snapshot of the recreational trail use in Claremont.
- VII. Accreditation / Grants update: Chief Scott explained to the Commission that work continues with CALEA, especially as it relates to ensuring compliance with time sensitive standards. While policy development is no longer as critical, policy refinement and ensuring compliance therewith is ongoing.
- VIII. Budget Update:
 - a. Police – June 2013 six month budget review (see Old Business)
 - b. 911 – June 2013 six month budget review (see Old Business)

Chief Scott explained that the June budget has not been closed out yet, but should be within the next few weeks. Thereafter, a complete review of the six month budget will be completed along with projections for its impact on the remaining twelve month budget. This will likely be presented at the September Commission meeting.

- IX. Old Business:
 - a. Recruiting Update: Chief Scott briefed Commission on status of recruiting noting that they had hoped to present a candidate at this meeting but were not able to recommend a potential candidate. Chief Scott and Captain Chase are preparing to host a written entrance exam and fitness test in mid September. There are currently still two openings left to be filled which the Chief hopes to fill by January 2014.

- X. New Business: N/A

At 7:04 pm Commissioner Raymond made a motion to go into non-public session pursuant to NH RSA 91-A:II (a & b), the motion was seconded by Commissioner Courtemanche and both Commissioners voted in favor of said motion.

XI. Public Session: The meeting returned to public session **at 7:10 pm.**

Upon return to public session Chief Scott briefed the Commission on the possible assignment of an Officer to the New Hampshire Attorney General's Drug Task Force. In return for doing so, the City would receive \$30,000 to use to assist with overtime backfill expenses. Chief Scott noted that moving back towards more proactive drug enforcement efforts in the city is critical to controlling crimes such as burglary and theft and this is a potential opportunity to help with that.

XII. Set tentative meeting(s) Schedule for September 2013: The September 2013 Police Commission meeting was set for the 4th Wednesday in September, September 25th, 2013 at the Visitors Center on North Street.

XIII. Adjourn: **At 7:18 pm** Commissioner Courtemanche made a motion to adjourn, the motion was seconded by Commissioner Raymond and both Commissioners voted in favor of said motion.

Public Minutes

Prepared by:

Chief Scott

Claremont Police Commission Meeting

Public Minutes

September 25th, 2013 @ 6:00 PM @ Planning Office/Visitors Center, 14 North Street

- I. Roll call & Call to Order: The meeting was called to order at **6:00 pm**. Chair McClintock, Commissioner Courtemanche and Commissioner Raymond were present. Chief Scott and Captain Chase were present as well.
- II. Ceremonial Swearing In and Badge Pinning for Officer Brian Lull: After brief comments from Chief Scott and the Commission congratulating Officer Lull on his recent academy graduation with special recognition for receiving the Fitness Award for his academy class, Officer Lull was sworn in and pinned with his badge.
- III. Citizens Forum: No citizens were present for citizen's forum.
- IV. Review Minutes of July 17th and August 21st, 2013 Public Meetings: After review of the public minutes of July 17th, 2013 Commissioner Courtemanche made a motion to accept said minutes, the motion was seconded by Chair McClintock and both Commissioners voted in favor of said motion. Commissioner Raymond was excused from the July 17th meeting. After review of the public minutes of August 21st, 2013 with the noted correction Commissioner Raymond made a motion to accept said minutes, the motion was seconded by Commissioner Courtemanche and both Commissioners voted in favor of said motion. Chair McClintock was excused from the August 21st meeting.
- V. Preview of October 2013 upcoming events: Captain Chase and Chief Scott briefed the Commission on the Chili Cook Off 5K race and events scheduled for October 5th and the Firemen's parade scheduled for October 11th. One new addition this year to the Chili Cook-off is the possibility of having a beer tent at the event. This will require detail officer presence and a special fenced in tent area to limit access.

VI. August 2013 Monthly Reports:

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

Monthly reports were reviewed with specific discussion on the traffic control issues at the Drapers Corner construction project, specifically the lack of effective control at the Buenavista / Maple Av intersection. The new AES Fire Detection system outlined in the Communications Division report was discussed. Statistical reports were discussed, with a focus on shoplifting and trespass numbers and their relationship. Pistol Permits have slowed but are still tracking well above 2012 numbers. After review and discussion of the August 2013 Monthly Reports Commissioner Courtemanche made a motion to accept said reports, the motion was seconded by Chair McClintock and all three Commissioners voted in favor of said report.

- VII. Correspondence: Letter from Chuck Cramer expressing displeasure with the newspaper article about Flying Aces Taxi which Mr. Cramer owns was reviewed. Thank you letter from the Chief of the Homicide Unit, Jeffery Strelzin of the A.G.'s office was reviewed. The letter thanked the Claremont Police Department for their cooperation, professionalism and diligence during the David Carrier homicide investigation. Mr. Carrier plead guilty on August 16, 2013 and was sentenced to 15-30 years in the State Prison.

VIII. Accreditation / Grants update:

Chief Scott outlined that we are currently applying for a \$30,000 grant for the Drug Task Force project. Additionally, the department was just awarded another portable radio grant. Lastly, Chief Scott and Accreditation Manager Wilmot will be assisting with an IACALEA mock on-site inspection at Dartmouth College Security the following Friday.

IX. Budget Update:

- a. Police – June 2013 six month budget review (see Old Business)
- b. 911 – June 2013 six month budget review (see Old Business)

X. Old Business:

- a. Six Month Budget Review: The six month budgets came in in the black. However, the ongoing concern remains the vehicle repair and maintenance line item. The six month budget has been reconciled into the 12 month budget so ongoing tracking has returned to its normal 12 month cycle. Overall percentages are tracking in an acceptable fashion.

XI. New Business:

- a. Corporal Promotion(s): After review and discussion the Commission agreed to use the same promotional process used for the most recent Corporal Promotions consisting of a written test developed for the Claremont Police Department testing knowledge of Department Written Directives and New Hampshire Criminal Law. Additionally, the same assessment center format as used during the last promotional process consisting of a group exercise, oral board and follow-up written assignment will be used. Testing will take place in early to mid October with the plan of implementing by the first of the year.

At 6:52 pm Chair McClintock made a motion to go into non-public session pursuant to NH RSA 91-A:II(a), the motion was seconded by Commissioner Courtemanche and all three Commissioners voted in favor of said motion.

- XII. Public Session: The meeting returned to public session **at 7:20 pm.**
- XIII. Set tentative meeting(s) Schedule for October 2013 and review winter 2013/2014 schedule: The October meeting was scheduled for the third Wednesday of the month, October 16th, 2013 at 6:00 pm in the Chief's Office at Police Headquarters to allow Chair McClintock to Skype in to the meeting. Chair McClintock announced he will not be seeking another term but will complete his term through December 2013. Chief Scott, Commissioner Courtemanche and Commissioner Raymond each expressed their appreciation for Chair McClintock's service to the Commission and acknowledged the great accomplishments made during his tenure, chief amongst them being the agencies Accreditation through CALEA. Chair McClintock's contributions to the Commission and the Police Department will have a long lasting positive impact, he will be missed and difficult to effectively replace.
- XIV. Adjourn: **At 7:22 pm** Commissioner Courtemanche made a motion to adjourn, the motion was seconded by Chair McClintock and all three Commissioners voted in favor of said motion.

Public Minutes

Prepared by:

Chief Scott

Claremont Police Commission Meeting

Public Minutes

October 16th, 2013 @ 6:00 PM @ Claremont Police Headquarters, Office of the Chief of Police

- I. Roll call & Call to Order: The meeting was called to order at 6:05 pm. Chair McClintock was present via an audio and video Skype connection. Commissioner Courtemanche and Commissioner Raymond were present. Chief Scott and Capt. Chase were present.
- II. Citizens Forum: No citizens appeared for citizen's forum.
- III. Review Minutes of September 25th, 2013 Public Meeting: After review of the September 25th, 2013 public meeting minutes Commissioner Raymond made a motion to accept said minutes, the motion was seconded by Chair McClintock and all three Commissioners voted in favor of said motion.
- IV. Preview of November 2013 upcoming events: No scheduled events to review for November.
- V. September 2013 Monthly Reports:
 - a. Chief's Office
 - b. Criminal Division
 - c. Patrol Division
 - d. Communications Division
 - e. Statistical Reports (Including Pistol Permit #s)

Monthly reports were reviewed and discussed with emphasis on value of participation in mock CALEA on-site inspections, including the recent help with the Dartmouth Security mock on-site inspection. COPS Grant was discussed with unanimous support from the Commission on accepting our recent grant award. Ability of supervisors or line officers to mutually switch shifts was discussed.

After review and discussion a motion was made by Commissioner Courtemanche to accept the September 2013 monthly reports, the motion was seconded by Commissioner Raymond and all three Commissioners voted in favor of said motion.

- VI. Correspondence: Commission reviewed letters from and response to Chuck Cramer of Flying Aces Taxi.
- VII. Accreditation / Grants update: Update memo from Accreditation Manager Wilmot was reviewed.
- VIII. Budget Update:
 - a. Police
 - b. 911

Chief Scott noted overall percentages continue to track in an acceptable fashion with areas of concern being overtime and vehicle maintenance and repair.

- IX. Old Business:
 - a. Corporal Promotions Update: Chief Scott and Captain Chase reviewed the written test process to date and explained the Assessment Center process scheduled to take place the following day. Commissioner Raymond will be assisting with the Assessment Center process and all information will be presented at the November meeting for final decision on Corporal promotions.

- X. New Business:
 - a. Recruit Interviews (4 interviews) – to be held during non-public session

At 6:27 pm Chair McClintock made a motion to go into non-public session pursuant to NH RSA 91-A:3, II (b), the motion was seconded by Commissioner Courtemanche and all three Commissioners voted in favor of said motion.

XI. Public Session: The meeting returned to public session **at 8:55 pm.**

XII. Set tentative meeting(s) Schedule for November 2013 meeting: The November 2013 Commission meeting was scheduled for November 20th, 2013 at 6:00 pm in the Office of the Chief of Police.

XIII. Adjourn: **At 8:56 pm** Commissioner Raymond made a motion to adjourn, the motion was seconded by Chair McClintock and all three Commissioners voted in favor of said motion.

Public Minutes

Prepared by:

Chief Scott

Claremont Police Commission Meeting

Public Minutes

November 20th, 2013 @ 6:00 PM @ Claremont Police Headquarters, Office of the Chief of Police

- I. Roll call & Call to Order: The meeting was called to order at 5:55 pm. Chair McClintock was present via an audio and video Skype connection. Commissioner Courtemanche and Commissioner Raymond were present. Chief Scott was present.
- II. Citizens Forum: No citizens appeared for citizen's forum. Gayle Hedrington, a reported from WNTK News Talk Radio, was in attendance.
- III. Review Minutes of October 16th, 2013 Public Meeting: After review of the October 16th, 2013 public meeting minutes Commissioner Courtemanche made a motion to accept said minutes, the motion was seconded by Chair McClintock and all three Commissioners voted in favor of said motion.
- IV. Preview of December 2013 upcoming events: Chief Scott outlined that the end of the year is always a challenge from a scheduling perspective to cover for holiday vacation requests. Additionally, December includes the Academy graduation for Recruits Lowe and Schmidt.
- V. October 2013 Monthly Reports:
 - a. Chief's Office
 - b. Criminal Division
 - c. Patrol Division
 - d. Communications Division
 - e. Statistical Reports (Including Pistol Permit #s)

Monthly reports were reviewed and discussion centered on regional and statewide law enforcement information sharing programs that assist with criminal investigations. After review and discussion Chair McClintock made a motion to accept the October 2013 Monthly Reports, the motion was seconded by Commissioner Raymond and all three Commissioners voted in favor of said motion.

- VI. Correspondence: Thank you letter from Dartmouth College Department of Safety and Security for our assistance with their mock accreditation on-site inspection was reviewed along with a thank you letter from The Claremont Area AARP to Lt. Wilson for his presentation before said group.
- VII. Accreditation / Grants update: Chief Scott noted that the Accreditation office is busy preparing end of year reports and ensuring that all yearly tasks have been completed. Additionally, Chief Scott was pleased to announce that the City Council voted to accept the COPs grant award to re-establish the School Resource Officer Program.
- VIII. Budget Update:
- a. Police
 - b. 911
- Chief Scott noted that both budgets continue to track in an acceptable fashion in overall percentages. The continuing area of concern is overtime and vehicle maintenance and repair.
- IX. Old Business:
- a. Finalize Corporal Promotions (during non-public)
 - b. COPs Grant Update: As noted during Accreditation/Grants update, the City Council voted to accept the COPs grant awards in the amount of \$125,000 to help re-establish our School Resource Office Program. We hope to fill this position starting in January 2014.
- X. New Business: There was no new business to review.

At 6:33 pm Commissioner Raymond mad a motion to go into non-public session pursuant to NH RSA 91-A:3, II (b), the motion was seconded by Commissioner Courtemanche and all three Commissioners voted in favor of said motion.

- XI. Public Session: The meeting returned to public session **at 7:21 pm**.
- XII. Set tentative meeting(s) Schedule for November 2013 meeting: The December 2013 meeting was scheduled for Wednesday December 18th, 2013 at 6:00 pm at Claremont Police Headquarters.
- XIII. Adjourn: At 7:24 pm Commissioner Raymond made a motion to adjourn, the motion was seconded by Commissioner Courtemanche and all three Commissioners voted in favor of said motion.

Public Minutes

Prepared by:

Chief Scott

Claremont Police Commission Meeting

Public Meeting Minutes

December 18th, 2013 @ 6:00 PM @ Claremont Police Headquarters, Office of the Chief of Police

- I. Roll call & Call to Order: The meeting was called to order at **5:55 pm**. Chair McClintock was present via an audio and video Skype connection. Commissioner Courtemanche and Commissioner Raymond were present. Chief Scott was present along with Captain Chase.
- II. Citizens Forum: Chief Scott checked lobby at **6:05 pm** and no citizens appeared for citizen's forum.
- III. Review Minutes of November 20th, 2013 Public Meeting: After review of the November 20th, 2013 Public Meeting minutes Commissioner Courtemanche made a motion to accept said minutes, the motion was seconded by Chair McClintock and all three Commissioners voted in favor of said motion.
- IV. Preview of December 2013 & January 2014 upcoming events: (December 20th Academy Graduation): Chief Scott reminded Commissioners of December 20th Academy graduation for Recruits Schmidt and Lowe. Commissioner Courtemanche will be attending graduation.
- V. November 2013 Monthly Reports:
 - a. Chief's Office
 - b. Criminal Division
 - c. Patrol Division
 - d. Communications Division
 - e. Statistical Reports (Including Pistol Permit #s)

Monthly reports were reviewed and discussed with focus on Primex program with Boston Police Chief Linsky, the 2014 schedule changes and the efforts to get grant assistance to help with needed Dispatch Center upgrades. After review and discussion Chair McClintock made a motion to accept the November 2013 monthly reports, the motion

was seconded by Commissioner Raymond and all three Commissioners voted in favor of said motion.

VI. Correspondence: None to review.

VII. Accreditation / Grants update: Chief Scott outlined that December is a busy time of year for ensuring all annual CALEA requirements are complied with to include: Holding Facility Review, Strategic Planning Process Review, Recruiting Review and Analysis, Generator Load Test, etc.

VIII. Budget Update:

- a. Police
- b. 911

Chief Scott noted that overall percentages continue to track in an acceptable fashion. Major area of concern remains the vehicle maintenance and repair section of the police budget. Chief Scott is confident that savings from personnel costs, etc. will be able to adequately cover this. Major purchases for remainder of 2014 budget year is Taser replacement and Fleet purchase.

IX. Old Business:

- a. COPS Grant Update: Chief Scott let Commission know that City Council accepted COPS grant and as a result we will be able to hire a 25th officer to replace a more senior officer who will take on SRO responsibilities.

X. New Business:

- a. Draft S.R.O. agreement: An updated School Resource Officer agreement between the Police Department and School District is required under the terms of the COPS grant. Chief Scott's draft agreement was reviewed by the Commission and Commissioner Courtemanche made a motion to approve the agreement, the motion was seconded by Commissioner Raymond and all three Commissioners voted in favor of said motion.

At 6:30 pm Chair McClintock made a motion to go into non-public session pursuant to NH RSA 91-A:3, II (b), the motion was seconded by Commissioner Courtemanche and all three Commissioners voted in favor of said motion.

- XI. Public Session: The meeting returned to public session **at 6:51 pm**.
- XII. Set tentative meeting(s) Schedule for January 2014 meeting: The January 2014 meeting was scheduled for Wednesday January 15th, 2014 at 5:00 pm, location to be determined.
- XIII. Thanks and appreciation for Chair McClintock's service to the Commission: Chief Scott thanked Commissioner McClintock for his service to the Commission and the Department and outlined the many accomplishments made under his chairmanship to include: CALEA Recognition in 2009, CALEA Accreditation in 2012, yearly strategic planning efforts, strong policy development, etc. Commissioners Courtemanche and Raymond both thanked Chair McClintock for his leadership and assistance to them over the last year and both look forward to being able to continue to reach out to him for assistance even after his term ends on December 31st. A proper recognition ceremony for Chair McClintock's contributions to the Commission was tentatively scheduled for the April 2014 meeting.
- XIV. Adjourn: **At 6:58 pm** Chair McClintock made a motion to adjourn, the motion was seconded by Commissioner Courtemanche and all three Commissioners voted in favor of said motion.

Public Minutes

Prepared by:

Chief Scott