

**Claremont Police Commission Meeting  
Public Minutes**

*March 21<sup>st</sup>, 2012 @ 6:00 PM @ Claremont Police Headquarters*

- I. Roll call & Call to Order: The meeting was called to order at 6:00 pm. Chair Richard McClintock was present via an audio and video Skype connection. Commissioner Cross was present. Commissioner Cutts was excused. Chief Scott was present as well.
  
- II. Citizens Forum: No citizens appeared for the citizen's forum.
  
- III. Review Minutes of January 18, 2012 Public Meeting: After review of the January 18, 2012 public meeting minutes Commissioner Cross made a motion to accept said minutes, the motion was seconded by Chair McClintock and both Commissioners voted in favor of said motion.
  
- IV. Preview of March and April 2012 upcoming events: Chief Scott briefed the Commission on Capt. Chase's pending departure for the F.B.I. National Academy on March 31, 2012. Additionally, he outlined that Claremont Police Department will be hosting a mock CALEA on-site inspection on April 12<sup>th</sup>, 2012 in preparation for our Summer 2012 CALEA Accreditation on-site inspection. Lastly, Chief Scott briefed the Commission on the pending start of the 2012 Twin State Speedway series and the opening day Race Car parade tentatively scheduled for April 28<sup>th</sup>, 2012.
  
- V. January and February Monthly Reports:
  - a. Chief's Office:
  - b. Criminal Division:
  - c. Patrol Division:
  - d. Communications Division:
  - e. Statistical Reports:

After review and discussion, with special emphasis on the Drug Task Force study and the counterfeit money investigation, Chair McClintock made a motion to accept the January and February 2012 monthly reports, the motion was seconded by Commissioner Cross and both Commissioners voted in favor of said motion.

VI. Correspondence: Reviewed.

VII. Accreditation / Grants update: Chief Scott outlined CALEA mock on-site scheduled for April 12<sup>th</sup>, 2012 and thereafter final preparations will begin for July 2012 Accreditation on-site. Chief Scott outlined his desire to have both the City Manager and the Police Commission Chair attend the Fall 2012 CALEA Conference at which time Claremont Police Department will likely achieve its long term goal of full CALEA Accreditation.

VIII. Budget Update:

- a. 2011 year ending – see 2011 year in review: As outlined in 2011 year in review both Police and 911 budgets were in the black for 2011.
- b. 2012 - Chief Scott noted that 2012 percentages are tracking in an acceptable fashion to date.

IX. Old Business:

- a. 2011 Immediate Goals and Objectives update for 2012
- b. 2011 Strategic Plan update for 2012  
Commissioners agreed to re-emphasis need finalize contract negotiations and increase complement of officers to help achieve goals and objectives.  
Additionally, this should include efforts to educate the public about why this is important.

X. New Business:

- a. 2011 Use of Force Analysis: Reviewed with positive comments from Commission, especially as it relates to overall restraint shown on part of officers.
- b. 2011 Pursuit Analysis: Reviewed and again positive comments relative to low number of pursuits.
- c. 2011 Bias Based Profiling Administrative Review: No complaints from 2011.
- d. 2011 Year in Review: Reviewed.

- e. New or Revised General Orders:
  - i. General Order 105, Line Inspection Procedures
  - ii. General Order 231, Personnel Early Warning System
  - iii. General Order 401.1, Standard Operating Procedures for Patrol
  - iv. General Order 507.3, Missing Persons, with an Emphasis on Missing Children
  - v. General Order 620, Police Activities at Fire Scenes
  - vi. General Order 703, Service of Legal Process
  - vii. General Order 708, Computer, E-mail, and Voice Mail Systems

After review and discussion of the above General Orders Commissioner Cross made a motion to accept the above General Orders, Chair McClintock seconded the motion and both Commissioners voted in favor of said motion followed by Commissioner Cross signing said motions along with Chief Scott. Both Commissioners agreed to send the General Orders to Chair McClintock for his signature. Lastly they both agreed that Commissioner Cutts can demonstrate her assent to the General Orders via signature thereon and that if she has questions or concerns she can forgo signing and address the concerns at the next regularly scheduled meeting.

**At 6:35pm** Chair McClintock made a motion to go into non-public session pursuant to NH RSA 91-A:3, III, the motion was seconded by Commissioner Cross and both Commissioners voted in favor of said motion.

- XI. Public Session: The meeting returned to public session **at 7:34pm**.
- XII. Set tentative meeting Schedule for April, 2012: The April 2012 Commission meeting was scheduled for April 18<sup>th</sup>, 2012 at 6:00pm and Claremont Police Headquarters.
- XIII. Adjourn: At 7:35pm Commissioner Cross made a motion to adjourn, the motion was seconded by Chair McClintock and both Commissioners voted in favor of said motion. Thereafter, Chair McClintock signed of and the Skype session ended and the meeting concluded.

**Public Minutes**

**Prepared by**

**Chief Scott**