

# ***BOARD of POLICE COMMISSIONERS***

*of the*

*City of Portsmouth, N.H.*



***Chairman Joseph J. Onosko...Commissioner Jim Splaine...Commissioner Arthur Hilson***

***"Providing Citizen Oversight of Your Police Department"***

**NOTICE:** The Police Commission has a dedicated phone number at the police department.

You can call the Commissioners at 603-610-7471 and leave a message regarding your concerns, along with your name and a telephone number. The Commissioners will be advised of your message and someone will return your call in a timely fashion. You can also email the

Commissioners directly through the Police Department webpage, by clicking on "Police Commission", and then clicking on any of the Commissioners' names.

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## **PUBLIC NOTICE OF POLICE COMMISSION MEETING**

**DATE:** February 27, 2018 (Tuesday)

**LOCATION &**

**TIME:**

4:00 p.m., Wm. Mortimer Conference Room, Police Dept.

**Please see important note on the start time:**

**NOTE:** The meeting will start at 4:00 p.m. in the Wm. Mortimer Room. It is anticipated the Commission will go into a non-public session immediately, as provided for under RSA 91-A:3 II (a-e & i) The public session will then resume in Council Chambers whenever the non-public session is finished, which should be at or about 5:30 p.m.

**I. CALL TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

**III. ACCEPTANCE OF THE MINUTES OF THE MEETING HELD ON:**

January 23<sup>rd</sup>, and the public hearing held on February 14<sup>th</sup>, 2018. (Anticipated Action: A motion will be made to accept the minutes of the January 23<sup>rd</sup> meeting and the February 14<sup>th</sup> public hearing.)

**IV. PUBLIC COMMENT**

Individual comment is limited to five minutes.

**V. UNFINISHED BUSINESS:**

- a. Acceptance of the December 19<sup>th</sup>, 2017 minutes  
(Anticipated Action: A motion will be made to accept the December 19<sup>th</sup>, 2017 meeting minutes.)

**VI. NEW BUSINESS:**

**A. POLICE COMMISSION:**

Commissioner Splaine

- a. Conducting Police Commission meetings off-site.

**B. CHIEF OF POLICE:**

- 1. Swearing-In of Auxiliary Sergeant Alana Dubaniewicz
- 2. Official Welcome-Back & Recognition of Officers Bill Werner and Allen Laughlin for their recent military deployments overseas.
- 3. Recognition of Officers Chris Worthington & Jack Maloney
- 4. Recognition of Officer Keegan Pearl
- 5. Accreditation Update
- 6. Monthly Traffic Data
- 7. The Strategic Plan
- 8. Grants & Donations:
  - a. A "Safe and Active" grant has been awarded to the Portsmouth Police Department from Children's Hospital at Dartmouth. The first portion of the grant awards the Department 25 multi-sport helmets, and the second portion awards the Department a supply of reflective devices, literature, a banner and other materials to promote injury prevention among children.  
(Anticipated Action: A motion will be made to accept the Safe and Active grant helmets and collateral materials.)

9. Financial Report – Karen Senecal
  - a. Grant Applications Update
  - b. Facilities Report
10. Letters of Thanks & Appreciation from Outside the Department
  - a. The Captain of Operations was contacted by a crime victim, who wanted to let him know how kind, considerate, diligent, and compassionate Detective Seth Tondreault had been as he worked her burglary case. She said it was obvious he puts his heart & soul into his work and she appreciated the professionalism he exhibited at all times.

**C. PATROL DIVISION:**

This report is included in the commission packet.

**VII. COURT OFFICE REPORT**

This report is included in the commission packet.

**VIII. MISCELLANEOUS/OTHER BUSINESS: None**

- IX. NEXT REGULAR MEETING:** The next Commission meeting is scheduled for Tuesday, March 27, 2018 at the usual 4:30/5:30 start time. (See note at the beginning of this agenda for a start time explanation.) Please check the meetings calendar on the city's website as the date approaches for cancellations or changes to the time or meeting location.

**NOTICE to members of the public who are hearing impaired: If you wish to attend a meeting and need assistance, please contact Human Resources Director Dianna Fogarty at 431-2000 ext. 7270 prior to the scheduled meeting. Thank You.**

*Kathe Louque*

(Posted on February 23, 2018)

*Arthur Hilson*, Clerk of the Commission

MINUTES  
OF  
PREVIOUS  
MEETING(S)



**PORTSMOUTH POLICE COMMISSION**  
**MINUTES OF THE FEBRUARY 14<sup>TH</sup>, 2018 PUBLIC HEARING ON THE**  
**FY'19 BUDGET**

**7:00 p.m. Public Session – Eileen Dondero Foley Council Chambers**

**Joseph J. Onosko, Chair**  
**Jim Splaine**  
**Arthur Hilson**

- I. **CALL TO ORDER:** The February 14<sup>th</sup>, 2018 Public Hearing on the Police Department's proposed FY '19 budget was called to order at 7:03 p.m. in the Eileen Dondero Foley Council Chambers. (An archived video of the hearing is available on the city's website.)

**The following people were present:** Commissioners Onosko, Splaine, and Hilson, Chief Robert Merner, Admin. Manager Karen Senecal, Exec. Assistant Kathleen Levesque.

II. **PRESENTATION OF THE FY '19 BUDGET OUTLINE:**

Before beginning his presentation, Chief Merner asked all present to observe a moment of silence for the victims of the Parkland, Florida school shooting and their families.

Using a PowerPoint presentation, Chief Merner reviewed the increase in calls for service and both in-custody and summons arrests. He reviewed motor vehicle stops and offenses. The Chief reviewed the ongoing rates of residential growth in Portsmouth and specific new housing projects, along with the projected development in the North End, and the McIntyre Re-development along with 500 new parking spaces. The Chief explained how the parking spaces generate calls for police services.

He said Portsmouth is expanding, it is not contracting; accordingly, we can't shrink our services when the city continues to expand. We average about 46,000 people coming into the city on a daily basis, with large spikes in population well over that number for individual events throughout the year.

The Chief said our challenges are not contracting either. The Chief focused next on the opioid challenges. He said these calls are not calls you deal with in five minutes, file a report, and return to the street. An increase in crime comes on the heels of this crisis as well.

Some very organized crime rings have taken hold in the greater region. We have been dealing with elements of The Felony Lane Gang, which is a crime ring that is operating nationwide. They are very sophisticated in their methods. Chief Merner reviewed several recent armed robberies and burglaries. He emphasized these are robberies that are taking place at gunpoint.

Chief Merner reviewed what a status quo budget would look like, saying that with all of the foregoing, going backwards is not an option for us. He then turned to the Strategic Plan that he and his command staff are currently building, which he will bring to the Police Commission when it is complete. He explained that Chief Mara made several organizational changes to improve operations during the short amount of time he had here as an interim Chief. Chief Merner is now in the process of refining that reorganization to provide a more streamlined and more effective organization that gets the sergeants out on the street. He said that under the present organization, the sergeants are pretty much desk-bound. The most effective practices of good community policing require the sergeants to be on the street with their officers.

Chief Merner is asking for two sworn officers to be added to the department. This would allow the Chief to move a veteran officer out of Patrol and into the Investigative Division.

He is also asking to have the Crime Analyst position restored to the department. He emphasized modern policing is absolutely data driven. He said going forward, having a crime analyst is a CALEA requirement for us to maintain our certification.

Chief Merner turned to the critical role of evidence management, as he talked about adding a part-time evidence technician and restoring the animal control officer position to a full-time schedule. Again, Chief Merner referenced the national standards required by the CALEA certification we are pursuing.



At the conclusion of the Chief's presentation, he answered questions from the Commission.

- III. **PUBLIC COMMENT:** (The following is a brief summary of each person's comments and represents the speaker's personal opinion. The entire meeting can be viewed online by going to the city's website and clicking "Channel 22", and then clicking on "Archived 2012, 2013, 2014, 2015, 2016, and 2017 meetings.")

There was no public comment.

- IV. **MOTION TO ADJOURN:**

The Chair gave the date of the next scheduled Police Commission meeting, which will take place on Tuesday, February 27<sup>th</sup>, 2018, with the public portion beginning at or about 5:30 p.m. in the Eileen Dondero Foley Council Chambers.

There being no further business before the Commission, the Chair adjourned the 2018 Public Hearing on the Police Commission FY '19 Budget Recommendation at 8:10 p.m.

END OF MEETING

*Kathe*

*Respectfully Submitted By Kathleen Levesque, Executive Assistant  
Reviewed By Commissioner Hilson, Clerk of the Commission*

***Arthur L. Hilson***

**PORTSMOUTH POLICE COMMISSION**  
**MINUTES OF THE JANUARY 23<sup>rd</sup>, 2018 MONTHLY POLICE**  
**COMMISSION MEETING**

**5:30 p.m. Public Session – Eileen Dondero Foley Council Chambers**

**Joseph J. Onosko**  
**Jim Splaine**  
**Arthur Hilson**

- I. **CALL TO ORDER:** The January 23<sup>rd</sup>, 2018 monthly Police Commission meeting was called to order at 4:13 p.m. in the Wm. Mortimer Conference Room of the Portsmouth Police Department for the purpose of going into non-public session.

In the absence of an elected Chair, Commissioner Onosko called for a motion to designate a Chair pro tem for the first portion of the meeting until such time as the Commission elects a Chair for 2018 as prescribed by the City Charter.

**Action: Commissioner Splaine moved** to nominate Commissioner Onosko to serve as Chair pro tem until the Commission elects a Chair for 2018.

**Seconded by Commissioner Hilson.**

Commissioner Onosko was nominated to serve as Chair pro tem for the first portion of the January 23<sup>rd</sup>, 2018 meeting.

**On a Voice Vote:** The Board appointed Commissioner Onosko Chair pro tem until the Commission elects a Chair for 2018.

**Action: Commissioner Splaine moved** to nominate Commissioner Hilson to serve as Clerk pro tem of the Commission until the Commission elects a Clerk of the Commission for 2018.

**Seconded by Commissioner Onosko.**



Commissioner Hilson was nominated to serve as Clerk pro tem of the Commission.

**On a Voice Vote:** The Commission appointed Commissioner Hilson to serve as Clerk pro tem of the Commission until the Commission elects a Clerk of the Commission for 2018.

The Chair pro tem called for a motion to go into non-public session as provided for under RSA 91-A: 3, II (a), "Dismissal, promotion or compensation of any public employee or the investigation of any charges against an employee...", and (c) "Matters which, if discussed in public, would likely affect adversely the reputation of any person...".

**Action: Commissioner Splaine moved** to go into non-public session for the purposes delineated above.

**Seconded by Commissioner Hilson.**

**On a Roll Call Vote:** The motion passed to go into non-public session for the purposes delineated above. The roll call vote was as follows:

Commissioner Onosko:	"Aye"
Commissioner Splaine:	"Aye"
Commissioner Hilson:	"Aye"

The motion passed to go into non-public session at 4:16 p.m.

**The public session was called to back to order at 5:43 p.m. in the Eileen Dondero Foley Council Chambers.** (An archived video of the meeting is available on the city's website.)

**The following people were present:** Commissioners Onosko, Splaine, and Hilson, Chief Robert Merner, Admin. Manager Karen Senecal, Exec. Assistant Kathleen Levesque, members of the public and the press.

II. **PLEDGE OF ALLEGIANCE:** Commissioner Splaine led the Pledge of Allegiance.

III. **ACCEPTANCE OF THE MINUTES:**

The Chair pro tem asked for a motion to postpone acceptance of the December 19<sup>th</sup>, 2017 minutes until the February meeting.

**Action: Commissioner Splaine moved** to postpone acceptance of the minutes of the December 19<sup>th</sup>, 2017 Police Commission meeting until the February Commission meeting.

**Seconded by Commissioner Hilson.**

**On a Voice Vote:** The motion passed to postpone acceptance of the minutes of the December 19<sup>th</sup>, 2017 Police Commission meeting until the February Commission meeting.

- IV. **PUBLIC COMMENT:** : (The following is a brief summary of each person's comments and represents the speaker's personal opinion. The entire meeting can be viewed online by going to the city's website and clicking "Channel 22", and then clicking on "archived 2012, 2013, 2014, 2015, 2016, and 2017 meetings.")

Individual Comment is limited to five minutes. There was no public comment.

Commission Splaine encouraged the Police Commission to consider adding a public Q & A session to be held on some type of regular schedule.

The Chair pro tem closed the public comment session.

- V. **UNFINISHED BUSINESS:** None

- VI. **NEW BUSINESS:**

**A. POLICE COMMISSION:**

1.) Commissioner Onosko:

- a. Election of Officers – by Charter, Amendment 'E', the Police Commission shall elect a Chair and a Clerk of the Commission each January to serve a one-year term.

The Chair pro tem called for nominations for the office of Chair for 2018.

**Action: Commissioner Splaine moved** to nominate Commissioner Onosko to serve as Chair of the Police Commission for 2018.

**Seconded by Commissioner Hilson.**

**On a Voice Vote:** The motion passed to nominate Commissioner Onosko to serve as Chair of the Police Commission for 2018.

There were no other nominations.

The Chair pro tem called for a roll call vote to elect Commissioner Onosko to serve as Chair of the Police Commission for 2018. The vote was as follows:

Commissioner Splaine	"Aye"
Commissioner Hilson	"Aye"
Commissioner Onosko	"Aye"

The newly elected Chair called for nominations to serve as Clerk of the Commission for 2018.

**Action: Commissioner Splaine moved** to nominate Commissioner Arthur Hilson to serve as Clerk of the Commission for 2018.

**Seconded by Commissioner Onosko.**

**On a Voice Vote:** The motion passed to nominate Commissioner Hilson to serve as Clerk of the Police Commission for 2018.

There were no other nominations.

The Chair called for a roll call vote to elect Commissioner Hilson to serve as Clerk of the Police Commission for 2018. The roll call vote was as follows:

Commissioner Onosko:	"Aye"
Commissioner Splaine:	"Aye"
Commissioner Hilson:	"Aye"

- b. City Ethics Board Representative – Casting of lots to designate which Commissioner will sit on the City Ethics Board should it be convened during the year, as per City Ordinance, Chapter 1, Article VIII, Section 1.804. A.

Lots were cast via a marked coin, and Commissioner Hilson will be the Police Commission representative should the City Ethics Board be convened during 2018.



c. Appoint Dispatcher to Permanent Status:

**Action: Commissioner Splaine moved** to appoint Dispatcher Allison O'Brien to permanent status.

**Seconded by Commissioner Hilson.**

**On A Voice Vote:** The motion passed to appoint Dispatcher Allison O'Brien to permanent status.

2.) Commissioner Splaine:

- a. Holding Police Commission Meetings in Locations Throughout Portsmouth – Commissioner Splaine asked the Commission to consider bringing the Police Commission meeting to locations and neighborhoods beyond city hall. He requested this be placed on the agenda for the next Commission meeting.

**B. CHIEF OF POLICE:**

1. Accreditation Update –

We are 99% compliant with our written directives, and are ahead of schedule on this. There are two percent, or two directives, remaining that are in the process of being brought into compliance with CALEA standards; they are nearing completion. We have already started working on something called 'Proofs' which show evidence of our on-going compliance with CALEA standards in our day-to-day operations. We are required to supply CALEA with over 1000 proofs on a yearly basis. We are moving into the second phase of accreditation about six weeks ahead of the forecasted timeline.

The Chair asked Chief Merner to briefly explain the significance of achieving CALEA certification. Chief Merner said it is the gold standard for policing, and Portsmouth is going for the higher of the two CALEA certifications available.

2. Monthly Traffic Data Report:

Stats for December, 2017:

- 656 stops
- 59 summonses



- 79 total arrests resulting from motor vehicle stops.
- 3. Letter of Recognition for Officer Steve Blanding – Officer Blanding received formal recognition for his off-duty actions involving an armed suspect.
- 4. Letters of Appreciation from Outside the Department – Chief Merner summarized the content of one letter, and read the other letter into the record.
- 5. Financial Report – Karen Senecal
  - a. Grant Applications Update
  - b. Facilities Report – The police department had a major leak in the hallway outside of roll call, which goes along with the burst pipes in the gym, and the return of the rats on the first floor. We have installed venting in the Evidence Room so odors from stored evidence do not permeate the Police Department or City Hall.
  - c. Karen commended city employees Jim Dumont, Steve Waitt, and Danny Zimmer, who are so responsive and ready to fix, help, and support our operations and our aging facility.

## **VII. MISCELLANEOUS BUSINESS:**

**Commissioner Splaine:** The Commissioner offered the Chief a copy of a document he authored in 1991 on 50 ideas he had for year round budgeting.

Commissioner Onosko expressed his thanks for the valuable contributions former Police Commissioner Joe Plaia made to the Police Commission during his tenure. Commissioner Plaia was obliged to resign his Commission seat when he moved his residence out of town.

**NEXT MEETING:** The Police Commission Public Hearing on the Budget is scheduled for Wednesday, February 14<sup>th</sup>, at 7:00 p.m. in the Eileen Dondero Foley Council Chambers. The regular monthly meeting of the Police Commisison is scheduled for Tuesday, February 27<sup>th</sup>, at the usual 4:30/5:30 start time. (Non-Public at 4:30

p.m. in the Wm. Mortimer Conference Room at the police department; Public Session at 5:30 p.m. in Council Chambers.)

*NOTE: Please confirm the meeting via the city's website as the date approaches. Cancellations and time/venue changes will be posted on the website.*

**VIII. MOTION TO ADJOURN:**

There being no further business before the Commission, the Chair asked for a motion to adjourn.

**Action:** Commissioner Splaine moved the January 23<sup>rd</sup>, 2018 Police Commission meeting be adjourned.

**Seconded by Commissioner Hilson.**

**On a Voice Vote:** The motion passed to adjourn the January 23<sup>rd</sup>, 2018 Police Commission meeting at 6:32 p.m.

END OF MEETING

*Kathe*

*Respectfully Submitted By Kathleen Levesque, Executive Assistant*

*Reviewed By Commissioner Hilson, Clerk of the Commission*

*Arthur L. Hilson*

POLICE  
COMMISSION  
BUSINESS

# OLD BUSINESS



**PORTSMOUTH POLICE COMMISSION**  
**MINUTES OF THE DECEMBER 19<sup>TH</sup>, 2017 MONTHLY POLICE**  
**COMMISSION MEETING**

**5:30 p.m. Public Session – Eileen Dondero Foley Council Chambers**

**Brenna Cavanaugh, Chair**  
**Joseph J. Onosko**  
**Joe Plaia**

**I. CALL TO ORDER:**

The December 19<sup>th</sup>, 2017 monthly Police Commission meeting was called to order at 3:30 p.m. in the Wm. Mortimer Room of the police department for the purpose of going into non-public session.

The Chair called for a motion to go into non-public session under the provisions of RSA 91:A, 3-II (c), "Matters which, if discussed in public, would likely affect adversely the reputation of any person..."

**Action: Commissioner Plaia** to enter non-public session for the purpose delineated above.

**Seconded by Commissioner Onosko.**

**On a Roll Call Vote:** The motion passed as follows:

Commissioner Cavanaugh:	"Aye."
Commissioner Onosko:	"Aye."
Commissioner Plaia:	"Aye."

The motion passed to go into non-public session at 3:44 p.m.

**The public session was called to order at 5:30 p.m. in the Eileen Dondero Foley Council Chambers.** (An archived video of the meeting is available on the city's website.)

**The following people were present:** Commissioners Cavanaugh, Onosko, and Plaia, Chief Robert Merner, Admin. Manager Karen Senecal, Exec. Assistant Kathleen Levesque, members of the public and the press.

**II. PLEDGE OF ALLEGIANCE:** Chief Robert Merner led the Pledge of Allegiance.

**III. ACCEPTANCE OF THE MINUTES:**  
The Chair asked for a motion to accept the minutes.

**Action:** Commissioner Plaia moved to accept the minutes of the November 30<sup>th</sup>, 2017 meeting.

**Seconded by Commissioner Onosko.**

**On a Voice Vote:** The motion passed to accept the minutes of the November 30<sup>th</sup>, 2017 meeting.

**IV. PUBLIC COMMENT:** (The following is a brief summary of each person's comments and represents the speaker's personal opinion. The entire meeting can be viewed online by going to the city's website and clicking "Channel 22", and then clicking on "Archived 2012, 2013, 2014, 2015, 2016, and 2017 meetings.")

Mr. Harold Whitehouse – 58 Humphreys Court: Complimented the Sgt. (Lt. Maloney) who handles patrol, who put cruisers on South Street. He thanked Chief Merner for his support on this matter. Mr. Whitehouse read a memo from another resident who has similar ideas to those of Mr. Whitehouse's "Pace Car" project to suppress the speed of vehicle traffic on Portsmouth streets.

Mr. Mark Brighton - 285 Union Street: Mr. Brighton said his topic was the PPAF (Prescott Park Arts Festival). He said he had not yet read the Chief's after action report from the summer on alcohol and drug use at concerts. He referred to a particular incident in Prescott Park, where there was a strong odor of marijuana, but the crowd was so thick the police officers could not get into the crowd to determine where it was coming from. He thanked Commissioner Cavanaugh for her service on the Commission.

Mr. Arthur Clough – 431 Pleasant Street: Mr. Clough thanked the outgoing Commissioner for her specific contributions to the Commission. Mr. Clough said he no longer has a level of anxiety about the police that he previously had. He also said he appreciated the Chief's concerns regarding



the crowd size in Prescott Park. Mr. Clough spoke about additional concerns he still has with Prescott Park events. Mr. Clough handed the Commission and the Chief copies of a notice from another large venue as an example the Commission should consider for what types of personal items should be allowed into the Prescott Park Arts Festival events so people can no longer sneak alcohol into the city park.

Mr. Richard Gamester – 176 Dexter Road: Thanked the current Police Commission, and Commissioner Cavanaugh in particular, for the work that has been accomplished in the past four years.

**V. UNFINISHED BUSINESS:**

None.

**VI. NEW BUSINESS:**

**A. POLICE COMMISSION:**

None.

**B. CHIEF OF POLICE:**

1. Chief Merner addressed comments made in the public comment session, to correct information. He said he has been repeatedly quite vocal about the crowd size for certain Prescott Park Arts Festival events, saying that some of the crowds were clearly too large for the venue. Chief Merner also addressed Mr. Brighton's statements about 'covert drinking'. He laid out steps that were taken back in the summer, and those that will be taken going into the next season.

The Chief addressed Mr. Whitehouse's comments about speed as well. He said we have been, and will continue to address residents' concerns regarding speed.

2. Accreditation Update –  
Chief Merner reported we are 97% compliant with our written directives, and are ahead of schedule. Three percent of directives are still in process. We are already working on the next phase of CALEA accreditation which involves the documentation of something called 'Proofs'. Proofs show evidence of compliance on an operational basis with each of the Standard Operating Procedures.
3. Monthly Traffic Data Report:

In 2016 we had a total of 7,567 Motor Vehicle stops; in 2017 to date, we have had 11,607 MV stops. The number of summonses issued in 2017 will be twice what we did in 2016. Our officers are very active out there. Chief Merner added that a lot of the overall arrests made have come as a result of traffic stops. We've had 976 in-custody arrests; that is an average of 3 in-custody arrests a day. The work output from officers has quadrupled over the last two years. In 2016 we had 40,813 calls for service; so far in 2017, we've had 51,392 calls for service, and the year is not over. That is 10,500 more calls for service than we handled last year with the same number of resources.

Chief Merner said the Department are getting numerous requests for active shooter-type training (CRASE Training), from schools, private facilities, and public entities. We are also getting requests from surrounding towns for this training. Lt. Maloney is overseeing all of these requests. He advised the Commission that we are taking care of Portsmouth requests first.

4. Donation: A donation in the amount of \$500 has been received from the Newburyport Five Cent Savings Bank.

**Action: Commissioner Onosko moved** to accept the \$500 donation from the Newburyport Five Cent Savings Bank and forward to the City Council for their action.

**Seconded by Commissioner Plaia.**

**On a Voice Vote:** The motion passed to accept the \$500 donation from the Newburyport Five Cent Savings Bank and forward to the city council for their action.

5. Financial Report – Karen Senecal
  - a. Grant Applications Update
  - b. Facilities Report
    - We've seen new activity with mice and rats in the building.
    - A dehumidifier has been installed in the evidence room which vents to the outside, to handle the high level of moisture generated in that important room.

## **VII. MISCELLANEOUS BUSINESS:**

- Commissioner Onosko: Emphasized there are no quotas involved in the uptick in officer activity. This is due to the outstanding leadership from Chief Mara and Chief Merner.



- Commissioner Plaia: Talked about rush hour traffic drivers in the traffic circle. He said he witnesses borderline reckless driving conduct there every day, and asked Chief Merner to speak to this. The Chief said he comes through that area nearly every day at rush hour, and cited some of the repetitive violations that go on. He said we have officers regularly out there. Chief Merner has been in contact with Troop 'A', about these issues, since the New Hampshire State Police have primary jurisdiction over the circle.
- Commissioner Cavanaugh: The Chair said she wanted to clarify that all ticket revenue goes to the state of New Hampshire. The city does not get any of the revenue from traffic tickets or penalties.
- Commissioner Onosko: The Commissioner spoke about Commissioner Cavanaugh's work and tenure on the Police Commission. Commissioners Onosko and Plaia presented Commissioner Cavanaugh with a plaque for her service.
- Commissioner Cavanaugh: The Chair said she would like the next commission to consider the following items, and spoke briefly about bearded, low profile officers in a low profile police car, Drones, the Portsmouth Police Department cold cases, the School Resource Officer in the high school, and the old police cruisers awaiting auction.

#### **VIII. MOTION TO ADJOURN:**

The Chair announced the first Police Commission meeting in 2018 is scheduled for January 23<sup>rd</sup>, 2018. There being no further business before the Commission, the Chair asked for a motion to adjourn.

**Action: Commissioner Plaia moved** the December 19<sup>th</sup>, 2017 Police Commission meeting be adjourned.

**Seconded by Commissioner Onosko.**

**On a Voice Vote:** The motion passed to adjourn the December 19<sup>th</sup>, 2017 Police Commission meeting at 6:14 p.m.

END OF MEETING

Respectfully submitted,  
*Kathie Levesque, Exec. Asst. to the Chief*  
Clerk of the Commission (Position vacant)

**POLICE COMMISSION – NEW BUSINESS & ITEMS TO BE VOTED ON  
IN PUBLIC SESSION**

**FEBRUARY 27<sup>TH</sup>, 2018 MEETING**

**NEW BUSINESS:**

**A. POLICE COMMISSION:**

**Commissioner Splaine**

- a. Conducting Police Commission meetings off-site.**

**ITEMS TO BE VOTED ON IN PUBLIC SESSION:**

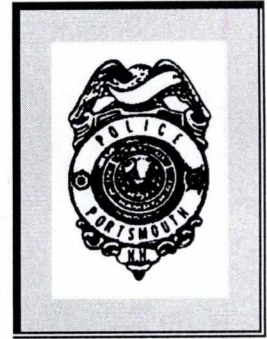
- **Acceptance of the Minutes:**  
January 23<sup>rd</sup>, and the public hearing held on February 14<sup>th</sup>, 2018. (Anticipated Action: A motion will be made to accept the minutes of the January 23<sup>rd</sup> meeting and the February 14<sup>th</sup> public hearing.)
- **Old Business:**  
Acceptance of the December 19<sup>th</sup>, 2017 minutes  
(Anticipated Action: A motion will be made to accept the December 19<sup>th</sup>, 2017 meeting minutes.)
- **Grants & Donations:**
  - a. A “Safe and Active” grant has been awarded to the Portsmouth Police Department from Children’s Hospital at Dartmouth. The first portion of the grant awards the Department 25 multi-sport helmets, and the second portion awards the Department a supply of reflective devices, literature, a banner and other materials to promote injury prevention among children. (Anticipated Action: A motion will be made to accept the Safe and Active grant helmets and collateral materials.)

# CHIEF'S REPORT



***BOARD of POLICE COMMISSIONERS***

*of the  
City of Portsmouth, N.H.  
February 27<sup>th</sup>, 2018*



- 
- Chief Merner will recognize the following officers, as per the agenda:
    - Auxiliary Sergeant Alana Dubaniewicz will be sworn in.
    - Welcome back and recognition of Officers Bill Werner and Allen Laughlin for their military deployments overseas.
    - Officers Chris Worthington & Jack Maloney
    - Officer Keegan Pearl



# City of Portsmouth, N.H.

## Police Department

Robert M. Merner  
CHIEF OF POLICE



February 27, 2018

Officer Christopher Worthington  
Officer Jack Maloney  
PORTSMOUTH POLICE DEPARTMENT  
3 Junkins Avenue  
Portsmouth, NH 03801

### RE: Letter of Recognition

Dear Chris & Jack:

On Wednesday, February 7<sup>th</sup>, 2018, just after 6:30 in the evening you responded to the Market Street Overpass for a report of a motor vehicle collision with serious bodily injury. The crash involved a Honda Civic and a 53-foot tractor-trailer. We now know the driver of the Honda lost control of the vehicle; it spun out, and came to rest in the middle of the highway where it was hit by the tractor trailer. The force of the impact caused the two vehicles to come to rest on opposite sides of the highway. The weather that night was a combination of freezing rain and rapidly dropping temperatures, which created the treacherous conditions for black ice.

You both were first on-scene. You found the passenger in the Honda not breathing and without a pulse. The driver was unresponsive and struggling to breathe. Both victims presented severe head and body trauma. Chris, you directed Officer Maloney to retrieve the Automated External Defibrillator from his cruiser as you cleared debris from the cabin. Jack, when you returned with the AED, you both worked to stabilize the vehicle while monitoring the condition of the driver and comforting him to the best of your ability. As additional officers arrived, you delegated other critical tasks, including assessing the driver of the semi, managing traffic, and maintaining scene stability.

Because of the location of the crash, responding fire apparatus actually had to drive several miles past the collision to a cross-over where they could safely turn around and double-back to the scene; this complication coupled with now extremely icy roads

hampered their response time. This resulted in both of you having to continue life-saving efforts for nearly ten minutes before you were relieved.

The Fire Captain, the Commander of State Police Troop 'A' along with State Police Captain Chris Vetter all contacted the Shift Commander to commend the response of the Portsmouth Officers. The Director of Trauma services for Portsmouth Regional Hospital specifically commended both of you stating, "They provided her with every opportunity to survive."

Chris and Jack, your efforts to preserve life went above and beyond, and clearly demonstrate your dedication to safe guarding the people we serve. Your work has brought credit to the entire Portsmouth Police Department, and I am proud of you for it.

Very truly yours,  
PORTSMOUTH POLICE DEPARTMENT

A handwritten signature in black ink, reading "Robert M. Merner". The signature is fluid and cursive, with the first name "Robert" and last name "Merner" clearly legible.

Robert M. Merner, Chief of Police

RMM:kml



**Karen Senecal**

---

**From:** Mike Maloney  
**Sent:** Tuesday, February 06, 2018 12:19 PM  
**To:** Karen Senecal  
**Subject:** FW: Safe & Active grant

Grant award notice.

**From:** April T. Simonds [mailto:April.T.Simonds@hitchcock.org]  
**Sent:** Monday, February 05, 2018 10:23 AM  
**To:** Mike Maloney <MMaloney@cityofportsmouth.com>  
**Cc:** David Keaveny <Dkeaveny@cityofportsmouth.com>  
**Subject:** Safe & Active grant

Dear Lieutenant Maloney,

We are pleased to inform you that your organization will receive a Safe and Active grant from Children's Hospital at Dartmouth! Kohl's has graciously provided the Injury Prevention Center at CHaD with funding to provide New Hampshire communities with resources to help organize and hold events designed to promote safe and active living. In our first year with this project, we had hoped to support 30 towns and cities around New Hampshire. We are pleased to be able to support 49 organizations.

You will be receiving two deliveries. First, you will get 25 multi-sport helmets that we will ship to you at the address you provided. Second, we will be giving you a box that will have your reflective devices, literature, banner and other materials. Because of the awkward nature of the boxes, we may need to hand deliver that to you or arrange a pick-up at a location convenient to you rather than ship it.

Thank you for your interest in this project! We look forward to working with you and to getting your report at the end of the event! If you have any questions, please feel free to contact me via e-mail or by phone. Materials will be available for pick-up/delivery April 1, 2018. Your event must take place by August 1, 2018.

Jim Esdon  
Program Coordinator  
Injury Prevention Center, CHaD  
603-308-2254  
[James.E.Esdon@Hitchcock.Org](mailto:James.E.Esdon@Hitchcock.Org)



Children's Hospital at  
Dartmouth-Hitchcock



**IMPORTANT NOTICE REGARDING THIS ELECTRONIC MESSAGE:**

This message is intended for the use of the person to whom it is addressed and may contain information that is privileged, confidential, and protected from disclosure under applicable law. If you are not the intended recipient, your use of this message for any purpose is strictly prohibited. If you have received this communication in error, please delete the message and notify the sender so that we may correct our records.



Children's Hospital at  
Dartmouth-Hitchcock

### Safe and Active Community Grant Application

The Injury Prevention Center at CHaD would like to partner with you to provide program materials and health and safety information within your community. The NH Safe and Active Community Grant is designed to help promote outdoor activity for children and their families. This grant is possible through a donation from Kohl's.

Attached is a FAQ sheet for more information. All N.H. communities are eligible and the application can be filled out by a local police department, fire department, schools, community groups/clubs or town recreation programs.

Each community must organize at least one activity and complete a report after the successful completion of the event by August 1, 2018. Preference will be given to applications that exhibit collaboration between multiple community partners. We are always ready to answer any questions you may have. For additional information please call the Injury Prevention Center at (603) 308-2253 or contact Jim at [James.E.Esdon@Hitchcock.Org](mailto:James.E.Esdon@Hitchcock.Org).

Organization Name: Portsmouth NH Police Dept.

Contact: Lt. Michael Maloney /Sgt. Dave Keaveny

Organization Address: 3 Junkins Avenue, Portsmouth NH 03801

Contact E-mail: [mmaloney@cityofportsmouth.com](mailto:mmaloney@cityofportsmouth.com) / [dkeaveny@cityofportsmouth.com](mailto:dkeaveny@cityofportsmouth.com)

Phone: 603-610-7546 / 603-610-7511

Brief Description of your activity idea (250 words or less): Each year at the end of the school year the police department partners with 3 elementary schools in Portsmouth to conduct what we call Cops and Kids. The event runs for 3 days, one day at each school. Total time spent at the school is roughly 3 hours. The police department goes to each school setting up stations ie. police cruiser, motorcycles, SWAT, K9 etc. The children then attend each station for about 10 minutes meeting officers and learning about the police department. We would incorporate a "bike safety" station where grant funded materials could be handed out.

Given there are several hundred children at each school and the possibility of limited grant funded "hand out materials" we would work with the school administrators to decide what would be the best method to make sure the kids most in need received bike helmets etc. We would also look at the opportunity for a presenter from your organization to assist or run the "station" since it is offered.

Are you able/willing to provide photos for social media publication? Yes

What other organizations will you be partnering with, if any? :

Organization Name: Portsmouth Public Schools

Contact/phone:

Organization Name: \_\_\_\_\_ Contact/phone: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Contact/phone: \_\_\_\_\_

Shipping address if different than above:

Please submit applications no later than 1/2/2018. You can email or fax to 603-308-2255.



**Financial Reports**  
**FY18 YEAR TO DATE SUMMARY**  
**January 31, 2018**

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<b>Appropriated Budget</b>	<b>YTD Expenses and Encumbrances</b>	<b>Available Balance</b>	<b>% of Budget Used</b>
10,925,161	6,905,376	4,019,785	63.21%

**Minus Annualized Expenditures**

(155,203)	(155,203)	Leave at Termination
(1,643,982)	(1,643,982)	Health Insurance
(193,944)	(193,944)	Workers Compensation

**ACTUALS**

<b>8,932,032</b>	<b>4,912,247</b>	<b>4,019,785</b>	<b>55.00%</b>
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<b>% Through FY</b>	<b>57.69%</b>
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# Administrative Services Division

## Financial Reports

### By Division - FY18 YEAR TO DATE SUMMARY

January 31, 2018

DEPARTMENT	% Through FY		JANUARY 57.69%		Encumbered	Misc Recon	YEAR TO DATE EXPENSES	AVAILABLE BALANCE	% OF BUDGET USED	Minus Annualized Expenses	YTD Expenditures w/o Annualized Expenses	% of Adjusted Budget Used
	BUDGET	EXPENSES	EXPENSES	Funding Recon & Journal Entries (Jan)								
Administration	1,111,503	109,383	-	(3,224)	605,738	505,765	54.50%			\$	605,738	54.50%
Detectives-Gen/Narcotics	1,502,049	122,102	-	(6,396)	871,006	631,043	57.99%			\$	871,006	57.99%
Detectives-Family Related	-	-	-	-	-	-	#DIV/0!			\$	-	#DIV/0!
Patrol	4,110,558	321,929	7,258	(422)	2,234,777	1,875,781	54.37%			\$	2,234,777	54.37%
Personnel & Training	467,769	28,352	25,245	-	288,493	179,276	61.67%			\$	288,493	61.67%
Communications Center	1,039,961	74,984	-	-	570,658	469,303	54.87%			\$	570,658	54.87%
Information Sys.	203,142	16,030	-	-	84,311	118,831	41.50%			\$	84,311	41.50%
Community Relations	3,927	329	-	-	8,331	(4,404)	212.14%			\$	8,331	212.14%
Records	76,284	5,313	-	-	40,745	35,539	53.41%			\$	40,745	53.41%
Crossing Guards	-	-	-	-	-	-	0.00%			\$	-	0.00%
Animal Control	22,124	1,509	-	-	13,154	8,970	59.46%			\$	13,154	59.46%
Auxiliary	42,338	5,392	-	-	36,174	6,164	85.44%			\$	36,174	85.44%
Canine	38,308	2,164	-	-	17,422	20,886	45.48%			\$	17,422	45.48%
Emergency Response Team	36,013	251	-	-	10,184	25,829	28.28%			\$	10,184	28.28%
Accident Team	-	-	-	-	-	-	0.00%			\$	-	0.00%
Field Training Officer	24,472	1,104	-	-	6,410	18,062	26.19%			\$	6,410	26.19%
Explorer	1,309	-	-	-	-	1,309	0.00%			\$	-	0.00%
Fleet Maintenance	140,993	1,828	-	4,131	56,436	84,557	40.03%			\$	56,436	40.03%
Major Benefits	2,104,411	15,416	-	(164)	2,061,539	42,872	97.96%			\$	(1,993,129)	3.25%
Anticipated Exp/Extrnl Fndng				-	-	-	#DIV/0!			\$	-	#DIV/0!
TOTALS	10,925,161	706,086	32,503	(6,075)	6,905,376	4,019,785	63.21%			\$	(1,993,129)	55.00%

#### Annualized Exp.

Leave at Term (155,203)  
 Health Insurance (1,643,982)  
 Workers Compensation (193,944)  
 (1,993,129)

Adjusted Budget Totals w/o Annualized Exp. 8,932,032

(155,203)  
 (1,643,982)  
 (193,944)  
 (1,993,129)

4,912,247 4,019,785 55.00%

\$ (1,993,129) \$ 68,410 3.25%  
 \$ - \$ - #DIV/0!  
 \$ (1,993,129) \$ 4,912,247 55.00%



# Administrative Services Division

## Financial Reports

### By Line Item -FY18 YEAR TO DATE SUMMARY

January 31, 2018

Account	Title	% Through FY		JANUARY 57.692%	Encumbered	Misc Recon	EXPENSES	External Funding Recon & Journal Entries (Jan)	Year to Date Expenses	Available Balance	% of Budget Used	Minus Annualized Expenses	YTD Expenditures w/o Annualized Expenses	% of Adjusted Budget Used			
011001	Regular Salaries	\$	1,250,007	\$	92,577	\$	-	\$	(3,845)	\$	666,098	\$	583,909	53.29%	0	666,098	53.29%
011041	Salaries Uniform Personnel	\$	4,100,871	\$	313,755	\$	-	\$	(422)	\$	2,218,671	\$	1,882,200	54.10%	0	2,218,671	54.10%
011061	Insurance Reimbursement	\$	14,000	\$	-	\$	-	\$	-	\$	8,000	\$	6,000	57.14%	0	8,000	57.14%
011063	Shift Differential	\$	38,860	\$	1,348	\$	-	\$	-	\$	15,182	\$	23,678	39.07%	0	15,182	39.07%
012001	Part Time Salaries	\$	120,856	\$	10,714	\$	-	\$	-	\$	85,534	\$	35,322	70.77%	0	85,534	70.77%
012041	Commissioner Stipend	\$	3,600	\$	200	\$	-	\$	-	\$	2,000	\$	1,600	55.56%	0	2,000	55.56%
014041	Overtime	\$	457,834	\$	30,746	\$	-	\$	(2,549)	\$	298,406	\$	159,428	65.18%	0	298,406	65.18%
014042	O/T Education	\$	63,731	\$	4,183	\$	-	\$	-	\$	56,644	\$	7,087	88.88%	0	56,644	88.88%
014055	Reimbursable O/T	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	#DIV/0!	0	0	#DIV/0!
014067	O/T Background Investigation	\$	10,508	\$	-	\$	-	\$	-	\$	5,369	\$	5,139	51.09%	0	5,369	51.09%
015001	Longevity	\$	37,920	\$	-	\$	-	\$	-	\$	38,976	\$	(1,056)	102.78%	0	38,976	102.78%
016001	Leave At Termination	\$	155,203	\$	-	\$	-	\$	-	\$	155,203	\$	-	100.00%	(155,203)	0	0.00%
017001	Holiday Premium Pay	\$	176,873	\$	45,670	\$	-	\$	(577)	\$	134,601	\$	42,272	76.10%	0	134,601	76.10%
018030	Eval. Stipend	\$	35,400	\$	30,750	\$	-	\$	(600)	\$	30,150	\$	5,250	85.17%	0	30,150	85.17%
018032	Training Stipend	\$	1,148	\$	-	\$	-	\$	-	\$	1,951	\$	(803)	169.93%	0	1,951	169.93%
018034	Education Stipend	\$	59,619	\$	118	\$	-	\$	-	\$	29,118	\$	30,501	48.84%	0	29,118	48.84%
018041	Court Witness Fees	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	0.00%	0	0	#DIV/0!
018042	Special Detail	\$	55,289	\$	1,445	\$	-	\$	-	\$	27,866	\$	27,423	50.40%	0	27,866	50.40%
019002	Anticipated Expenses	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	#DIV/0!	0	0	#DIV/0!
021001	Insurance-Health	\$	1,643,982	\$	-	\$	-	\$	-	\$	1,643,982	\$	-	100.00%	(1,643,982)	0	0.00%
021101	Insurance-Dental	\$	90,520	\$	14,461	\$	-	\$	(152)	\$	56,811	\$	33,709	62.76%	0	56,811	62.76%





# Administrative Services Division

## Financial Reports

### By Line Item -FY18 YEAR TO DATE SUMMARY

January 31, 2018

Account	Title	% Through FY		JANUARY 57.692%	Encumbered	Misc Recon	EXPENSES	EXPENSES	External Funding Recon & Journal Entries (Jan)	Year to Date Expenses	Available Balance	% of Budget Used	Minus Annualized Expenses	YTD Expenditures w/o Annualized Expenses	% of Adjusted Budget Used
021501	Insurance-Life	\$	4,643	\$	629	\$	-	\$	(9)	\$	2,284	\$	2,359		49.20%
021601	Insurance-Disability	\$	1,952	\$	299	\$	-	\$	-	\$	846	\$	1,106		43.36%
021602	Insurance-A&D	\$	167	\$	27	\$	-	\$	(2)	\$	74	\$	93		44.55%
021701	Insurance-LTD	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		#DIV/0!
022001	Social Security	\$	94,990	\$	6,689	\$	-	\$	-	\$	44,696	\$	50,294		47.05%
022501	Medicare	\$	93,749	\$	7,483	\$	-	\$	(105)	\$	51,045	\$	42,704		54.45%
023001	Retirement	\$	157,328	\$	11,522	\$	-	\$	-	\$	85,714	\$	71,614		54.48%
023002	Retirement-Officers	\$	1,457,540	\$	115,272	\$	-	\$	(1,945)	\$	813,873	\$	643,667		55.84%
025001	Unemployment Compensation	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		#DIV/0!
026002	Insurance-Workers Comp	\$	193,944	\$	-	\$	-	\$	-	\$	193,944	\$	-		100.00%
033001	Prof Services-Temp	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		#DIV/0!
034101	Pagers	\$	512	\$	-	\$	-	\$	-	\$	-	\$	512		0.00%
034103	Telephone	\$	26,575	\$	2,661	\$	-	\$	-	\$	10,822	\$	15,753		40.72%
034104	Cellular Phones	\$	23,397	\$	1,951	\$	-	\$	-	\$	13,020	\$	10,377		55.65%
034203	Computer/Software Maint.	\$	122,379	\$	5,300	\$	-	\$	-	\$	22,050	\$	100,330		18.02%
035003	Blood Alcohol Tests	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		#DIV/0!
039001	Professional Services	\$	28,419	\$	855	\$	-	\$	-	\$	12,544	\$	15,875		44.14%
039009	Prof/Serv-Hiring	\$	8,233	\$	83	\$	-	\$	-	\$	5,177	\$	3,056		62.88%
039070	Professional Services	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		#DIV/0!
043010	Repairs-Vehicle by Outside	\$	59,672	\$	1,564	\$	-	\$	(869)	\$	17,381	\$	42,291		29.13%
043012	Repairs-Communication	\$	1,810	\$	-	\$	-	\$	-	\$	1,410	\$	400		77.93%



# Administrative Services Division

## Financial Reports

### By Line Item -FY18 YEAR TO DATE SUMMARY

January 31, 2018

Account	Title	% Through FY				EXPENSES	EXPENSES	Misc Recon	Year to Date Expenses	Available Balance	% of Budget Used	Minus Annualized Expenses	YTD Expenditures w/o Annualized Expenses	% of Adjusted Budget Used
		JANUARY	EXPENSES	EXPENSES	EXPENSES									
		57.692%												
043018	Repairs-Equipment	\$	8,279	\$	205	\$	-	\$	2,333	\$	5,946	0	2,333	28.18%
043024	Repairs-Vehicle	\$	-	\$	-	\$	-	\$	-	\$	-	0	0	#DIV/0!
044002	Rental Other Equipment	\$	10,542	\$	689	\$	-	\$	4,419	\$	6,123	0	4,419	41.92%
048002	Property Insurance	\$	-	\$	-	\$	-	\$	-	\$	-	0	0	#DIV/0!
053001	Advertising	\$	2,867	\$	-	\$	-	\$	748	\$	2,119	0	748	26.08%
054050	Training-Education	\$	52,920	\$	3,340	\$	-	\$	26,915	\$	26,005	0	26,915	50.86%
055050	Printing	\$	5,654	\$	29	\$	-	\$	1,931	\$	3,723	0	1,931	34.16%
056001	Dues Professional Organization	\$	19,966	\$	936	\$	-	\$	3,190	\$	16,776	0	3,190	15.98%
057101	Travel and Conference	\$	20,549	\$	462	\$	-	\$	14,139	\$	6,410	0	14,139	68.80%
057103	Court Mileage	\$	-	\$	142	\$	-	\$	(107)	\$	107	0	(107)	#DIV/0!
061002	Miscellaneous Supplies	\$	18,859	\$	2,729	\$	-	\$	14,253	\$	4,606	0	14,253	75.58%
061003	Meeting Supplies	\$	1,309	\$	227	\$	-	\$	1,347	\$	(38)	0	1,347	102.88%
062001	Office Supplies	\$	8,768	\$	147	\$	-	\$	1,741	\$	7,027	0	1,741	19.85%
062004	Photo Supplies	\$	-	\$	-	\$	-	\$	-	\$	-	0	0	#DIV/0!
062005	Printing Supplies	\$	-	\$	-	\$	-	\$	-	\$	-	0	0	#DIV/0!
062006	Motorola Portable Batteries	\$	3,800	\$	-	\$	-	\$	-	\$	3,800	0	0	0.00%
062007	Computer/Printer Supplies	\$	13,366	\$	425	\$	-	\$	5,267	\$	8,099	0	5,267	39.41%
062010	Copying Supplies	\$	2,343	\$	-	\$	-	\$	66	\$	2,277	0	66	2.82%
062501	Postage	\$	6,160	\$	297	\$	-	\$	1,806	\$	4,354	0	1,806	29.31%
063001	Tires and Batteries	\$	9,006	\$	-	\$	-	\$	242	\$	8,764	0	242	2.69%
063501	Gasoline	\$	54,208	\$	71	\$	-	\$	32,917	\$	21,291	0	32,917	60.72%





# Administrative Services Division

## Financial Reports

### By Line Item -FY18 YEAR TO DATE SUMMARY

January 31, 2018

		% Through FY		JANUARY 57.692%		Encumbered		Misc Recon			
Account	Title	Budget	EXPENSES	EXPENSES	External Funding Recon & Journal Entries (Jan)	Year to Date Expenses	Available Balance	% of Budget Used	Minus Annualized Expenses	YTD Expenditures w/o Annualized Expenses	% of Adjusted Budget Used
066001	Vehicle Repairs	\$ 4,216	\$ 192	\$ -	\$ -	\$ 1,539	\$ 2,677	36.49%	0	1,539	36.49%
066002	Vehicle Outfit	\$ 13,891	\$ -	\$ -	\$ -	\$ 4,914	\$ 8,977	35.38%	0	4,914	35.38%
067001	Books and Periodicals	\$ 9,648	\$ 1,432	\$ -	\$ -	\$ 3,024	\$ 6,624	31.34%	0	3,024	31.34%
068001	Clothing Allowance	\$ 60,538	\$ -	\$ -	\$ -	\$ 54,609	\$ 5,929	90.21%	0	54,609	90.21%
068002	Clothing	\$ 13,804	\$ 413	\$ 1,049	\$ -	\$ 6,889	\$ 6,915	49.90%	0	6,889	49.90%
069004	Chief's Expense	\$ 2,343	\$ 103	\$ -	\$ -	\$ 353	\$ 1,990	15.06%	0	353	15.06%
072006	Construction	\$ -	\$ 488	\$ -	\$ -	\$ 758	\$ (758)	#DIV/0!	0	758	#DIV/0!
074001	Equipment	\$ 62,747	\$ 1,715	\$ 29,838	\$ -	\$ 37,256	\$ 25,491	59.38%	0	37,256	59.38%
074003	Software	\$ 1,196	\$ -	\$ -	\$ -	\$ -	\$ 1,196	0.00%	0	0	0.00%
075001	Furniture and Fixtures	\$ 6,651	\$ 1,741	\$ 1,616	\$ -	\$ 5,389	\$ 1,262	81.03%	0	5,389	81.03%
076002	Vehicles Police	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
078001	Miscellaneous Costs (External)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
081031	FEIMA Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
091005	Transfer from Parking	\$ (80,000)	\$ (6,667)	\$ -	\$ -	\$ (46,667)	\$ (33,333)	58.33%	0	(46,667)	58.33%
091006	Transfer from School	\$ -	\$ (3,333)	\$ -	\$ -	\$ (23,333)	\$ 23,333	#DIV/0!	0	(23,333)	#DIV/0!
TOTAL		\$ 10,925,161	\$ 706,086	\$ 32,503	\$ (6,075)	\$ 6,905,376	\$ 4,019,785	63.21%	(1,993,129)	4,912,247	55.00%

Annualized Exp.

Leave at Term	\$ (155,203)	\$ (155,203)
Health Insurance	\$ (1,643,982)	\$ (1,643,982)
Workers Compensation	\$ (193,944)	\$ (193,944)
	\$ (1,993,129)	\$ (1,993,129)





# Administrative Services Division

## Financial Reports

### By Line Item -FY18 YEAR TO DATE SUMMARY January 31, 2018

Account	Title	% Through FY	JANUARY 57.692%	Encumbered	Misc Recon	Year to Date Expenses	Available Balance	% of Budget Used	Minus Annualized Expenses	YTD Expenditures w/o Annualized Expenses	% of Adjusted Budget Used
		Budget	EXPENSES	EXPENSES	External Funding Recon & Journal Entries (Jan)						

Adjusted Budget Totals w/o Annualized Exp. \$ 8,932,032 \$ 4,912,247 \$ 4,019,785 55.00%

# PATROL DIVISION REPORT

## Crime Comparison Report For the period ending 12/31/2017

## Group A Crimes Against Persons

Crime IBR Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Kidnaping/ Abduction	2017				1	2		1	1	1		1		7
	2016		1				1		1					3
	Pct		n/a		n/a	n/a	n/a	n/a	0%	n/a		n/a		+133%
Forcible Rape	2017		1			1		4		2	1		1	10
	2016	2	1		2			2	2	1		3	1	14
	Pct	n/a	0%		n/a	n/a		+100%	n/a	+100%	n/a	n/a	0%	-29%
Forcible Sodomy	2017						1				1			2
	2016			3										3
	Pct			n/a			n/a				n/a			-33%
Forcible Fondling	2017		1			1	1	1					1	5
	2016	1			1			1	1	1			3	8
	Pct	n/a	n/a		n/a	n/a	n/a	0%	n/a	n/a			-67%	-38%
Aggravated Assault	2017	1	1		2	1	1		4	4	4	2	4	24
	2016	1	1	1	1	1	3	3	1	1	1	1	1	16
	Pct	0%	0%	n/a	+100%	0%	-67%	n/a	+300%	+300%	+300%	+100%	+300%	+50%
Simple Assault	2017	13	12	14	8	29	20	18	18	14	13	15	14	188
	2016	10	14	15	8	10	15	16	10	13	22	18	15	166
	Pct	+30%	-14%	-7%	0%	+190%	+33%	+13%	+80%	+8%	-41%	-17%	-7%	+13%
Intimidation	2017	10	14	12	4	14	6	14	13	9	7	9	8	120
	2016	13	11	5	8	10	12	15	7	10	14	10	11	126
	Pct	-23%	+27%	+140%	-50%	+40%	-50%	-7%	+86%	-10%	-50%	-10%	-27%	-5%
Incest	2017				1									1
	2016								1				1	2
	Pct				n/a				n/a				n/a	-50%
Statutory Rape	2017					1						1		2
	2016			1	2				1				1	5
	Pct			n/a	n/a	n/a			n/a			n/a	n/a	-60%
Total Crimes Against Persons	2017	24	29	26	16	49	29	38	36	30	26	28	28	359
	2016	27	28	25	22	21	31	37	24	26	37	32	33	343
	Pct	-11%	+4%	+4%	-27%	+133%	-6%	+3%	+50%	+15%	-30%	-13%	-15%	+5%

## Filters/Options Applied

Date Used	Report Date used
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## Crime Comparison Report For the period ending 12/31/2017

## Group A Crimes Against Property

Crime IBR Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Robbery	2017	2					2				1		1	6
	2016			1					2	2				5
	Pct	n/a		n/a			n/a		n/a	n/a	n/a		n/a	+20%
Arson	2017			1	1						1			3
	2016	2			2					2				6
	Pct	n/a		n/a	-50%					n/a	n/a			-50%
Burglary/ Breaking and Entering	2017	1		3	1	2	2	4	2		3	6	3	27
	2016	5	3	2	2			1	4	2	6	2	2	29
	Pct	-80%	n/a	+50%	-50%	n/a	n/a	+300%	-50%	n/a	-50%	+200%	+50%	-7%
Larceny (pick-pocket)	2017													
	2016		1											1
	Pct		n/a											n/a
Larceny (purse snatching)	2017													
	2016								1					1
	Pct								n/a					n/a
Larceny (shoplifting)	2017	5	1	3	2	4	4	1	2	4	6	5	8	45
	2016	7		5	4	3	3	6	6	1	3	6	3	47
	Pct	-29%	n/a	-40%	-50%	+33%	+33%	-83%	-67%	+300%	+100%	-17%	+167%	-4%
Larceny (from building)	2017	8	3	6	1	3	8	6	2	6	3	6	4	56
	2016	4	4	7	8	8	7	6	6	4	8	2	9	73
	Pct	+100%	-25%	-14%	-88%	-63%	+14%	0%	-67%	+50%	-63%	+200%	-56%	-23%
Larceny (from coin operated machines)	2017													
	2016								1					1
	Pct								n/a					n/a
Larceny (from motor vehicles)	2017	1	5	1	5	6	4	7	4	2	6	11		52
	2016	9	4	3	3	6	5	9	12	9	7	9	2	78
	Pct	-89%	+25%	-67%	+67%	0%	-20%	-22%	-67%	-78%	-14%	+22%	n/a	-33%
Larceny (of motor vehicle parts)	2017	1						1		1		1		4
	2016				2		3				1	3		9
	Pct	n/a			n/a		n/a	n/a		n/a	n/a	-67%		-56%
Larceny (all other)	2017	5	3	6	4	2	17	10	12	10	12	11	12	104
	2016	5	7	3	4	7	6	14	17	16	12	10	7	108
	Pct	0%	-57%	+100%	0%	-71%	+183%	-29%	-29%	-38%	0%	+10%	+71%	-4%
Motor Vehicle Theft	2017		1	2	3	2		3	2	1	1	4		19
	2016	2		1	1	1	1	6	1	2	1	4	7	27
	Pct	n/a	n/a	+100%	+200%	+100%	n/a	-50%	+100%	-50%	0%	0%	n/a	-30%

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## Crime Comparison Report For the period ending 12/31/2017

## Group A Crimes Against Property

Crime IBR Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Counterfeit/ Forgery	2017	2	2	1	1	2	4	3		4	3	1	2	25
	2016	2	3	3	1		2		3	3	1	2	1	21
	Pct	0%	-33%	-67%	0%	n/a	+100%	n/a	n/a	+33%	+200%	-50%	+100%	+19%
Fraud (false pretense;swindle)	2017	3	6	2	8	5	3	4	3	6	3	5	3	51
	2016	2	7	3	3	5	3	1	5	8	6	3	7	53
	Pct	+50%	-14%	-33%	+167%	0%	0%	+300%	-40%	-25%	-50%	+67%	-57%	-4%
Fraud (credit/debit card;ATM)	2017	3	1	4	5	3	1	2	1	1	6	6	3	36
	2016	5	3	2	2	1	6	1	5	5	3	1	3	37
	Pct	-40%	-67%	+100%	+150%	+200%	-83%	+100%	-80%	-80%	+100%	+500%	0%	-3%
Fraud (impersonation)	2017	2	1	3	7	2	3	3	3	4	4	1	3	36
	2016	3	4	4	4	2	5	1	1	6	4	3	2	39
	Pct	-33%	-75%	-25%	+75%	0%	-40%	+200%	+200%	-33%	0%	-67%	+50%	-8%
Fraud (welfare)	2017												1	1
	2016													
	Pct												n/a	n/a
Fraud (wire)	2017				1	1		1		1		1		5
	2016	1								1				2
	Pct	n/a			n/a	n/a		n/a		0%		n/a		+150%
Embezzlement	2017				1			2			1	1		5
	2016			4		1			1		2	1		9
	Pct			n/a	n/a	n/a		n/a	n/a		-50%	0%		-44%
Stolen Property	2017			1	2	4		2	3	1	1	1	2	17
	2016	1	2	2	2	2	1	1	5	1	4	1	2	24
	Pct	n/a	n/a	-50%	0%	+100%	n/a	+100%	-40%	0%	-75%	0%	0%	-29%
Destruction of Property/Vandalism	2017	13	16	16	21	19	17	24	16	15	14	26	11	208
	2016	18	16	13	16	21	18	19	28	24	33	28	17	251
	Pct	-28%	0%	+23%	+31%	-10%	-6%	+26%	-43%	-38%	-58%	-7%	-35%	-17%
Total Crimes Against Property	2017	46	39	49	63	55	65	73	50	56	65	86	53	700
	2016	66	54	53	54	57	60	65	98	86	91	75	62	821
	Pct	-30%	-28%	-8%	+17%	-4%	+8%	+12%	-49%	-35%	-29%	+15%	-15%	-15%

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Date Used	Report Date used
Time Period	



Crime Comparison Report For the period ending 12/31/2017

Group A Crimes Against Society

Crime IBR Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Drug/ Narcotic Violations	2017	20	21	16	16	18	17	10	25	14	18	25	18	218
	2016	11	4	12	4	16	11	6	7	13	9	20	11	124
	Pct	+82%	+425%	+33%	+300%	+13%	+55%	+67%	+257%	+8%	+100%	+25%	+64%	+76%
Pornography/Obscene Material	2017	1	1			2	1	1	1	1				8
	2016			2	1	1			1		1		1	7
	Pct	n/a	n/a	n/a	n/a	+100%	n/a	n/a	0%	n/a	n/a		n/a	+14%
Prostitution	2017		1									2		3
	2016			2					1					3
	Pct		n/a	n/a					n/a			n/a		0%
Assisting/Promoting Prostitution	2017													
	2016			1	1									2
	Pct			n/a	n/a									n/a
Weapon Law Violations	2017				1			1					1	3
	2016			1				1	1	1			2	6
	Pct			n/a	n/a			0%	n/a	n/a			-50%	-50%
Total Crimes Against Society	2017	21	23	16	17	20	18	12	26	15	18	27	19	232
	2016	11	4	18	6	17	11	7	10	14	10	20	14	142
	Pct	+91%	+475%	-11%	+183%	+18%	+64%	+71%	+160%	+7%	+80%	+35%	+36%	+63%

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Time Period	



Crime Comparison Report For the period ending 12/31/2017

Group B Crimes

Crime IBR Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Bad Checks	2017	1	4	1	2	2	1	1	1	1	1		2	17
	2016	3	1	1		3		1						9
	Pct	-67%	+300%	0%	n/a	-33%	n/a	0%	n/a	n/a	n/a		n/a	+89%
Curfew/Loitering/Vagrancy	2017						1							1
	2016				1						1		1	3
	Pct				n/a		n/a				n/a		n/a	-67%
Disorderly Conduct	2017	3	3	1	5	4	8	10	4	4	2	4	4	52
	2016	5	4	3	2	2	4	8	6	3	6	8	4	55
	Pct	-40%	-25%	-67%	+150%	+100%	+100%	+25%	-33%	+33%	-67%	-50%	0%	-5%
Driving under Influence	2017	6	5	7	4	3	3	10	9	9	3	6	9	74
	2016	2	2	4	4	9	6	5	5	7	6	6	4	60
	Pct	+200%	+150%	+75%	0%	-67%	-50%	+100%	+80%	+29%	-50%	0%	+125%	+23%
Drunkenness	2017	12	10	14	18	19	20	10	14	15	20	4	10	166
	2016	12	7	12	12	19	12	16	15	14	16	12	9	156
	Pct	0%	+43%	+17%	+50%	0%	+67%	-38%	-7%	+7%	+25%	-67%	+11%	+6%
Family Non Violent Offenses	2017			1	2	2	2	1	1	1		1	1	12
	2016		2	2	1	2	3			2				12
	Pct		n/a	-50%	+100%	0%	-33%	n/a	n/a	-50%		n/a	n/a	0%
Liquor Law Violations	2017	2	3			2	1	4	2	2	4		2	22
	2016	1	2	1	5	1	3	5	5	2	2		1	28
	Pct	+100%	+50%	n/a	n/a	+100%	-67%	-20%	-60%	0%	+100%		+100%	-21%
Runaways (under 18yr old)	2017	2				1	2	1	3		1	1	3	14
	2016	4			1	3	3	1		5	2		1	20
	Pct	-50%			n/a	-67%	-33%	0%	n/a	n/a	-50%	n/a	+200%	-30%
Trespass of Real Property	2017	2	3	3	10	3	10	9	5	4	4	4	3	60
	2016	1	2	3	2	2	3	4	4	2	7	2	6	38
	Pct	+100%	+50%	0%	+400%	+50%	+233%	+125%	+25%	+100%	-43%	+100%	-50%	+58%
All Other Offenses	2017	29	17	16	38	30	21	45	28	26	23	36	25	334
	2016	23	16	25	12	17	22	28	24	20	27	26	24	264
	Pct	+26%	+6%	-36%	+217%	+76%	-5%	+61%	+17%	+30%	-15%	+38%	+4%	+27%
Total Group B Crimes	2017	57	45	43	79	66	69	91	67	62	58	56	59	752
	2016	51	36	51	40	58	56	68	59	55	67	54	50	645
	Pct	+12%	+25%	-16%	+98%	+14%	+23%	+34%	+14%	+13%	-13%	+4%	+18%	+17%

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