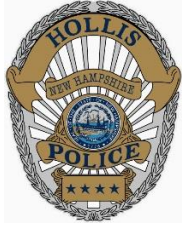


MEMORANDUM FOR FILE



HOLLIS POLICE DEPARTMENT

To: Joseph Hoebeke, Chief of Police
From: Lieutenant James Maloney, Administrative Services Bureau Commander
Date: January 9, 2019
Subject: Annual Bias Based Policing Administrative Review
Cc: Lieutenant Brendan LaFlamme, Operations Commander

Please allow this correspondence to serve as official record that I have completed an administrative review of the following sources to ensure that the Hollis Police Department is in compliance with HPD General Order AD-101: Law Enforcement Role, Section VI, "Discriminatory Behavior and Biased Based Policing Prohibited". This review is also being completed to ensure compliance with CALEA Standard 1.2.9, and includes information from the following categories:

- Arrests
- Field Contacts
- Motor Vehicle Stops
- Internal Affairs Investigations and Complaints
- Policy Review
- Asset Forfeiture Proceedings

It should be noted that our last Bias-Based Policing Review was completed on January 23, 2018, which included data from the 2017 calendar year.

ARRESTS:

In 2018, the Hollis Police Department made 238 arrests, which includes custodial arrests, protective custody arrests, and summonses in lieu of arrest for misdemeanor offenses. Of the total number of arrests, 175 were males (74%), while 63 were females (26%).

As a summary of arrest data for 2018:

- White subjects accounted for 227 of the total 238 arrests (95%). The majority of the white subjects arrested were males (166 individuals or 70% of the total arrests).
- Black or African American subjects accounted for 9 of the total 238 arrests (4%). The majority of the black or African American subjects were males; 7 of the 9 Black or African American persons arrested were males, which constitutes 3% of the total number of all arrests.
- Asian subjects accounted for only 1 of the 238 total arrests in the 2018 calendar year, which is .4%.

- Of the 238 individuals arrested in 2018, 22 individuals identified as being Hispanic or Latino (9%). The majority of Latino subjects arrested were males (77% or 17 of 22 of the total number of persons arrested who identified as being Hispanic or Latino).

FIELD CONTACTS:

As an introduction to this section, it is important to note that the Hollis Police Department requires that officers use the field interview/field contact module of our Records Management System (RMS) for stops conducted with individuals suspected of impaired driving, and where their investigatory process does not reach the legal element of probable cause for arrest. This is also consistent with officers who conduct investigatory stops leading to a consent search not resulting in an arrest or issuance of a summons in lieu of arrest.

The Hollis Police Department documented 92 field interviews/field contacts in the 2018 calendar year. Most of these contacts were initiated during traffic stops for impaired driving where Standardized Field Sobriety Tests were administered. There were also several field interviews/field contacts generated as a result of consent searches conducted following an investigatory stop.

59 of the field contacts were on male subjects (64%), while 33 were on female subjects (36%).

Race	Sex	Hispanic/ Latino	Not Hispanic/ Not Latino	Total
Black or African American	Male	0	4	4
	Female	0	0	0
Asian	Male	0	1	1
	Female	0	0	0
White	Male	3	51	54
	Female	1	32	33
Total Field Interview/Field Contacts Conducted in 2018				92

A further examination of the relative data yielded the following findings:

- White subjects accounted for 87 of the total 92 field interviews/field contacts conducted (95%). Most of the white individuals stopped were males (62% or a total of 54 individuals were white male).
- Black or African American subjects accounted for 4 of the 92 field interviews/field contacts conducted (4%). All of the Black or African American subjects stopped were men (100%). No Black or African American women were stopped.
- There was one field interview/field contact conducted with an individual of Asian race, who was a male subject. As such, Asian persons subject to field interview/field contacts constituted .1% of the total number of the 92 field interviews/field contacts conducted.
- Of the total number of the 92 field interviews/field contacts conducted in 2018, only four were categorized as being Hispanic or Latino (4%). All of the individuals who were categorized as Hispanic or Latino were of white race.

According to data provided by the U.S. Census Bureau American Community Survey Five-Year Estimates (2013-2017), the total population of Hollis is 7,779. Of this total population number,

94% are categorized as White, .4% as Black, and 3.1% as Asian. 2.2% of the total population is categorized as being two or more races, with White and Asian being the most predominant descriptor for this statistic. Moreover, the data provided indicates that only .1% of the total population is categorized as Hispanic or Latino, while 99.9% of the population identified as not of Hispanic or Latino.

In summary of the foregoing information, we found the data generated relative to the demographic percentages of field interviews/field contacts conducted by the Hollis Police Department is consistent with that of which is listed in the data provided by the U.S. Census Bureau American Community Survey Five-Year Estimates (2013 – 2017).

MOTOR VEHICLE STOPS:

In 2018, the Hollis Police Department recorded 6,376 traffic investigatory stops. Of the total number of stops, 3,639 of the operators stopped were male (57%), while 2,536 of the operators stopped were females (40%). Additionally, 151 operators were classified as “Not Specified” (2.4%), and 1 operator (.02%) was classified as unknown.

Motor Vehicle Stops 2018			
Race	Sex	Ethnicity	Sum of Total
African American	Female	Hispanic	1
		Not Hispanic	44
	Male	Hispanic	3
		Not Hispanic	108
		Unknown	1
American Indian	Female	Not Hispanic	2
	Male	Not Hispanic	2
Asian	Female	Not Hispanic	36
	Male	Not Hispanic	62
		Unknown	1
Unknown	Female	Hispanic	2
		Not Hispanic	4
		Unknown	19
	Male	Hispanic	1
		Not Hispanic	16
		Unknown	27
	U	Unknown	1
White	Female	Hispanic	88
		Not Hispanic	2333
		Unknown	7
	Male	Hispanic	206
		Not Hispanic	3214
		Unknown	7
		(blank)	1
(blank)			190
Grand Total			6376

Further review of the applicable data indicates the following:

- A total of 5856 White operators were stopped. This accounts for 92% of the total number of traffic investigatory stops conducted. 59% of the total number of the White operators stopped were males (3428).
- A total of 157 Black or African American operators were stopped. This accounts for .02% of the total number of traffic investigatory stops conducted. The majority of the Black or African American operators stopped were men (71% of the total number of Black or African American operators stopped; or 112 of 157 stops).
- A total of 99 Asian/Pacific Islander operators were stopped. This accounts for .02% of the total number of traffic investigatory stops conducted. 63 of the Asian operators stopped were men (64% of the total number of motor vehicle stops for Asian/Pacific Islander investigatory stops).
- Of the 6,376-motor vehicle stops conducted in 2018, 301 were categorized as being “Hispanic” (5%); 5,821 were categorized as being “Not Hispanic” (91%).
- 63 individuals were marked as “Unknown” (1%), and 191 were categorized as “Not Specified (3%).

When conducting this analysis for data recorded during the 2018 calendar year, we found that we failed to capture the race and/or ethnicity of 254 individuals during more vehicle stops. Of the 254 operators falling within this category, gender was not classified in 191 of the motorists stopped.

After further review of this information, it is apparent that many officers are not activating Control Numbers (CNs) for certain motor vehicle stops that are determined to be “Unfounded.” An example of such a practice would be when an officer conducts an investigatory stop on a vehicle for what he or she believes has an expired inspection sticker, only to find that the sticker was valid. In these circumstances, an officer does not activate a CN and clears the call using only a regular dispatch call log control number; this is a separate number from a motor vehicle CN.

As a result of these problems with the proper collection of data relative to gender, race, and ethnicity on motor vehicle stops, and given my discussions with Chief Hoebeke, he will be publishing a Special Order (attached), which will require all officers to complete a CN for any motor vehicle stop conducted, regardless of whether or not the stop established that a motor vehicle violation or some other crime was committed. When officers initiate a CN on the Citation Module of the RMS, the categories of gender, race, and ethnicity are required fields. In order for officers to close the call in the Citation field, he or she must enter required fields like gender, race, and ethnicity. Lastly, the administration of the Hollis Police Department will clearly communicate to department employees that they should refrain from asking an operator for their gender, race, and ethnicity and use their best judgement in deciding the applicable descriptors for these required fields.

INTERNAL AFFAIRS INVESTIGATIONS/CIVILIAN COMPLAINTS:

In 2018, we did not have any complaints filed against members of the Hollis Police Department relative to biased-based profiling. This demonstrates that we as an agency are committed to providing highly effective policing services while engaging in proactive policing efforts in a manner that is just, in conformance with the dictates of our policies and procedures, and also in accordance with the dictates of applicable federal law.

ASSET FORFEITURE PROCEEDINGS:

In 2018, the Hollis Police Department did not engage in any asset forfeiture proceedings.

POLICY REVIEW:

A thorough and thoughtful administrative review does not indicate, nor does it cause me to believe that it would be necessary to alter any current Hollis Police Department General Orders, or other directives relative to bias-based profiling. This review does, however, indicate that it is necessary for members of the Hollis Police Department to properly document all motor vehicle stops, regardless of whether such a stop indicates the commission of a motor vehicle violation or other criminal offense. Such direction will be provided through the use of a Hollis Police Department Special Order.

All members of the Hollis Police Department, which includes both sworn and non-sworn personnel, received ethics and racial profiling-based training in the 2018 calendar year. The administration and supervisors of the Hollis Police Department will remain vigilant at monitoring current patterns, indicators, and trends relative to bias-based profiling to ensure that we maintain a high level of fair and equitable law enforcement services for those who reside in or visit the Town of Hollis.

Respectfully submitted,

Lt. James Maloney
Administrative Services Bureau