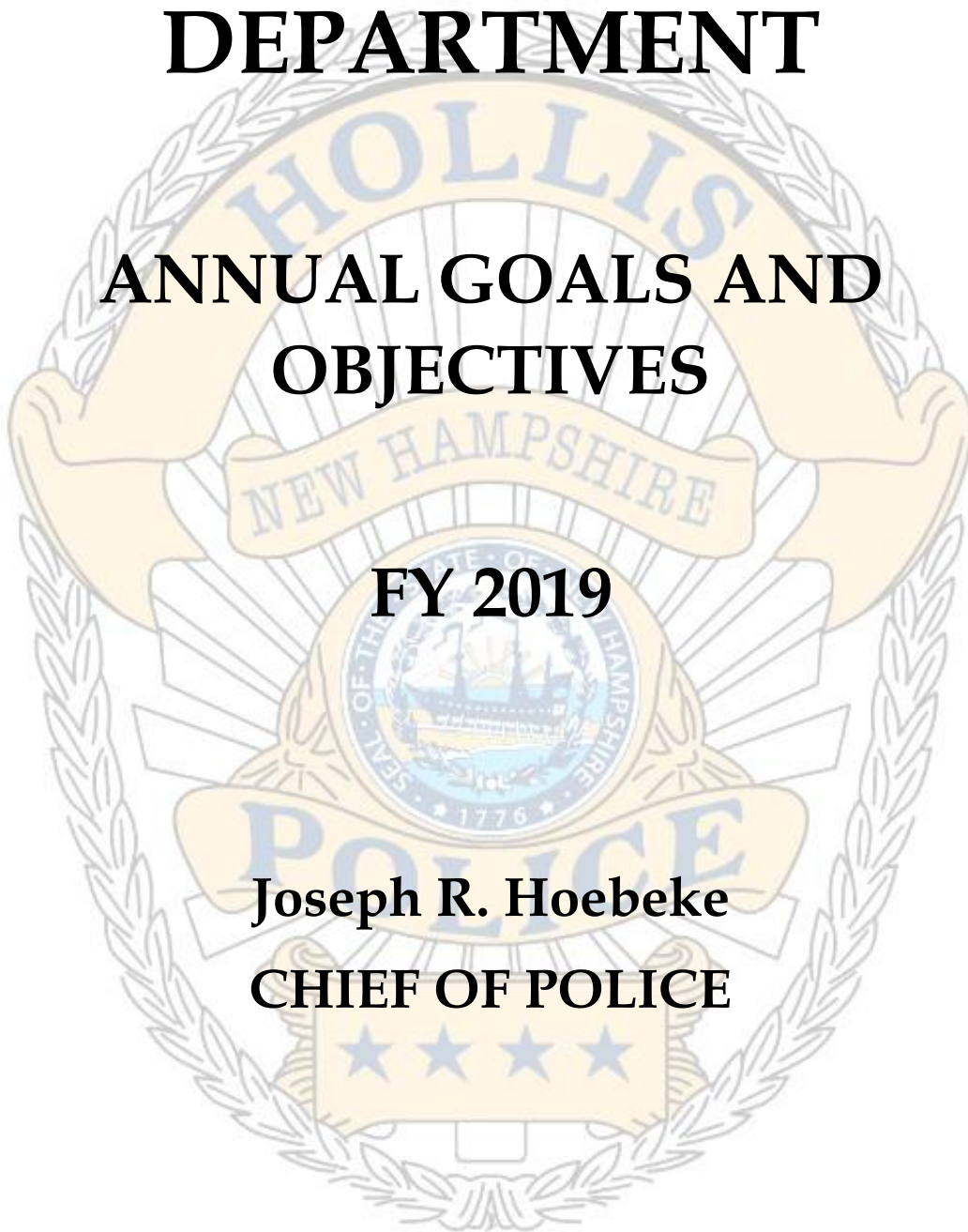


HOLLIS POLICE DEPARTMENT

ANNUAL GOALS AND OBJECTIVES

FY 2019

**Joseph R. Hoebeke
CHIEF OF POLICE**



ADMINISTRATIVE GOALS

ADMINISTRATIVE GOAL #1:

The Hollis Police Department will work to maintain National Accreditation through the Commission on Accreditation for Law Enforcement Agencies (CALEA), by conducting and meeting all the requirements of the annual reaccreditation maintenance process. Moreover, the Hollis Police Department will continue to stay abreast of the changes to the accreditation process during this timeframe.

Objectives:

- Ensure policy compliance with all applicable accreditation standards.
 - Maintain an effective and efficient system for ensuring that required reports, analyses, reviews, and other activities mandated by applicable accreditation standards are met during the annual accreditation cycle.
 - Ensure department personnel continue to receive training in applicable standards that effect their job assignment.
 - Attend July 2019 CALEA Conference in Huntsville, Alabama.
 - Receive additional training and updated information to prepare for our upcoming annual CALEA compliance review.
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ADMINISTRATIVE GOAL #2

The Administration of the Hollis Police Department will facilitate a TriMetrix EQ Coaching Report for all sworn and non-sworn members. The Chief of Police, both Lieutenants, and both Sergeants completed the TriMetrix EQ Coaching Report in November 2018.

Objectives:

- The Hollis Police Department will contract with our risk management insurer Primex to administer this measurement/assessment tool, and then conduct a block of instruction about interpreting the report data.
 - Given their own behavior and the behaviors of others, the report results and block of instruction will provide members with the opportunity to:
 - Respond to problems and challenges in a more effective and efficient manner;
 - Influence others to their own point of view;
 - Respond to the pace of the environment around them; and,
 - Respond to the rules and procedures set by others.
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ADMINISTRATIVE GOAL #3

The Hollis Police Department will reach full staffing numbers for sworn personnel in the 2019 calendar year.

Objectives:

- Conduct recruit testing in January 2019.
 - Hire police officer to attend the May 2019 police academy session.
 - Maintain a list of eligible candidates to draw from if vacancies occur.
 - Continue to offer financial incentives for certified officers who seek opportunities at the Hollis Police Department.
 - Offer a recruitment incentive for Hollis Police Department employees who refer an applicant who is hired for a vacant Police Officer position.
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ADMINISTRATIVE GOAL #4

The Hollis Police Department will initiate and complete a document scanning project for all stored paper copies of department case files. Additionally, the Hollis Police Department will begin the process whereby all documents collected on or after January 1, 2019, will be scanned and added to the Records Management System (RMS).

Objectives:

- Distribute a Request for Purchase to solicit bids for scanning services.
 - Determine the company that is best suited for the scanning project, which will be based on company qualifications and cost analysis.
 - Identify items to be scanned and then complete the document transfer process with the awarded company.
 - Ensure scanned items are easily catalogued in PDF-A format, which is required per New Hampshire State Statute.
 - Effective January 1, 2019, begin the process of paperless document retention for all case related materials.
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OPERATIONAL GOALS

OPERATIONAL GOAL #1

The Hollis Police Department will continue with its proactive efforts at initiating citizen contacts through community policing efforts and departmental sponsored programs.

Objectives:

- Continue Coffee with a Cop Program in various locations throughout the Town of Hollis.
 - Sponsor and attend Blood Drives or other charity fundraising events.
 - Continue Directed Patrols into Hollis residential neighborhoods and recreational areas.
 - Continue face-to-face interactions with business owners and business employees.
 - Continue conducting school walkthroughs in order to increase presence within all SAU 41 school buildings.
 - Increase and support volunteerism with organizations like Special Olympics of New Hampshire, the Children's Hospital at Dartmouth, the Salvation Army, and other organizations that provide critical services to the residents of our community and the State of New Hampshire.
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OPERATIONAL GOAL #2

Improve the efficiency of the report submission and approval process.

Objectives:

- Minimize and eliminate timeline submission issues with Felony First cases.
- Seek increased involvement of our Contract Prosecutor in the case file management process, which includes a thorough review of case materials.
- Ensure accountability and remedial training for officers and supervisors who fail to meet the standards relative to case submission and report approval.
- Continue to work at standardizing and streamlining the report review and approval process.