



MONTHLY REPORT AUGUST 2023

HOLLIS POLICE DEPARTMENT

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MESSAGE FROM THE CHIEF OF POLICE

Chief Joseph R. Hoebeke

June 30, 2023

It is my pleasure to present the August 2023 Monthly Report for the Hollis Police Department. During the month of August, the men of women of the Hollis Police Department continued to provide highly professional and effective public safety services to your safe and thriving community. During the month, officers recorded 2413 calls for service, recording 17 arrests, 5 of which were for impaired driving, and conducting numerous proactive and self-initiated policing activities to enhance safety and security within the Town of Hollis.

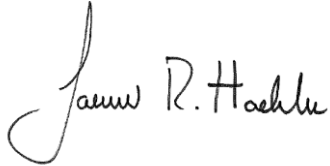
We continue to operate within budgetary parameters maintaining a slight overall surplus of 1.82%. We also continue work on our fiscal year 2024 budget preparation, and we anticipate a draft budget to be submitted to the Town Finance Officer by the end of September. Aside from the purchase and replacement of between 6 and 7 fleet vehicles, we do not have any other major purchases for the upcoming fiscal year. Preliminary budget figures actually indicate a slight reduction in "Other Expenses" contained within our budget. Salaries will show a significant increase due to union wage scale adjustment, which were voted upon and passed by residents at the March 2023 Town Meeting. Please note that a copy of our FY 2024 Budget Proposal Report will be made available to the public no later than October 31, 2023, and will be posted on our department webpage.

I am sad to report that I received notification from Master Patrol Officer Richard Bergeron that he intends on retiring on September 15, 2023. MPO Bergeron has served the Hollis Police Department with pride and distinction for more than 22 years, and in total, has served 24 years in New Hampshire law enforcement. He is a tremendous police officer and friend, and his contributions as a School Resource Officer over the past 9 years have been instrumental in our agency building and strengthening community relations and partnerships. MPO Bergeron will be missed, greatly, but we wish him all the best as he begins a new chapter working for the Leominster, Massachusetts School District as their safety and security coordinator. We will plan on honoring his service to the Town of Hollis during a ceremony at Lawrence Barn on September 13, 2023. This ceremony is open to the public and we urge you to come and join us in honoring MPO Bergeron.

On August 1, 2023, we held our third annual National Night Out event, which helps bring our community together to promote safety and partnership with law enforcement and other public service entities. The event was well-attended and we are grateful for the support of our residents and our community partners who helped make this night so successful. Specifically, we wish to thank the Hollis Fire Department, the Hollis Social Library, Hollis Recreation, Ciardelli Fuels,

Walmart, Kona Ice, Buckley's Café and Bakery, and numerous other individuals and organizations who donated time, money, or goods for the event. These are the events that make Hollis so special, and we are grateful to serve in this safe and thriving community. We look forward to seeing you all at National Night Out 2024!

In service to you,

A handwritten signature in black ink that reads "Joseph R. Hoebeke". The signature is written in a cursive style with a large, stylized initial 'J'.

Joseph R. Hoebeke
Chief of Police

CURRENT STAFFING LEVELS AS OF AUGUST 31, 2023
(SWORN AND NON-SWORN MEMBERS)

DOES NOT INCLUDE PER DIEM KENNEL MAINTENANCE WORKER

HOLLIS POLICE DEPARTMENT STAFFING TABLE SWORN AND NON-SWORN MEMBERS INCLUDES PART-TIME EMPLOYEES		
<u>Component</u>	<u>Authorized FY 2023</u>	<u>Actual FY 2023</u>
<u>ADMINISTRATION</u>		
Police Chief	1	1
Administrative Assistant	1	1
Records Clerk	1	1
<u>OPERATIONS BUREAU</u>		
Captain (Full-Time) Operations Bureau Commander	1	1
Sergeant	2	2
Patrol Officers (Police Officers)	10	10
Patrol Officers (Part-Time Police Officers)	0	0
<u>ADMINISTRATIVE SERVICES BUREAU</u>		
Lieutenant (Part-Time 32 hour per week) Administrative Services Bureau Commander	1	1
Detective Sergeant	0	0
Detective	1	1
School Resource Officer	2	2
Maintenance Technician	1	0
TOTAL SWORN PERSONNEL	18	18
TOTAL CIVILIAN PERSONNEL	3	3
TOTAL EMPLOYEES	21	21

Maintenance Technician
hiring process is ongoing as
of 8/31/2023

2023 DEPARTMENT GOALS & OBJECTIVES:

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.

The Hollis Police Department will complete the annual compliance process through CALEA, which is scheduled for July 2023, with the goal of having 100% compliance with reviewed standards.

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.
- Successfully complete the annual CALEA compliance review to identify any areas in need of improvement or modification.
- Receive additional training and updated information to prepare for our upcoming annual CALEA compliance review, which will be conducted during the month of July.
- Attend one of the two CALEA Conferences scheduled for the 2023 calendar year, which will provide an opportunity for our Accreditation Manager and selected member of the organization to attend focused training courses on standards of compliance and the accreditation process.
- Continued to be involved with the Northern New England Police Accreditation Coalition (NNEPAC), including attendance at their annual conference in May 2023.

ADMINISTRATIVE GOAL #2

In 2020, the Hollis Police Department completed a five-year Strategic Plan, which included the identification of nine strategic goals. These goals are aimed at improving the operational efficiency of the Hollis Police Department while strengthening the agency's commitment to community/police relations and meeting the demands of policing in the 21st century. During

the 2023 calendar year, the Hollis Police Department will continue with our efforts of meeting and maintaining the performance objectives listed in the Strategic Plan, which includes the alignment with and implementation of specific strategies within identified timeframes. Although a high number of these goals were achieved in the 2021 and 2022 calendar year, there is still much work to be done in our efforts to align agency operations with best practices and to meet the service demands of our community.

Objectives:

- By June 1, 2023, the Chief of Police will complete an annual review of the five-year Strategic Plan providing specific details on the status of each of the nine goals, and the performance objectives contained within. This report will be distributed throughout the agency, listed on our department webpage, and provided to the Hollis Select Board for review.
- Goal Champions will continue to work to meet the performance objectives identified within each of the listed goals.
- The completion of the individual performance objectives detailed within each Strategic Goal will be prioritized based on the listed timeframes for completion and maintenance.
- By December 31, 2023, the Hollis Police Department will work to develop a formal agency succession plan.

ADMINISTRATIVE GOAL #3

The Hollis Police Department will work to maintain full staffing numbers for sworn personnel in the 2023 calendar year.

Objectives:

- As of December 19, 2022, the Hollis Police Department achieved full staffing levels. In the 2023 calendar year, we will continue to promote the Hollis Police Department for the purposes of identifying future applicants should there be any vacancies. We will also work to achieve the goals and objectives identified within the Recruitment Plan.
- Review and revise (as needed) our agency Recruitment Plan with the purpose of improving processes relative to the recruitment and retention of officers. This review will be completed by April 1, 2023.
- Work with community-based organizations, such as religious organizations, advocacy groups, and academic institutions in an effort to outreach to a more demographically diverse population of candidates.
- Maintain a list of eligible candidates to draw from should vacancies occur.
- Expand partnerships with educational institutions who provide law enforcement related course curriculum to individuals interested in a career in law enforcement.
- Increase Employee Referral Program incentive from \$1,500.00 to \$2,000.00.

ADMINISTRATIVE GOAL #4

The Hollis Police Department will request funding aimed at staffing a third Sergeant position within the Hollis Police Department, thereby allowing us to create an Administrative Sergeant position. This position will be attached to the Administrative Services Bureau and will assist in supervising the Detective Division and School Resource Officer Program. Additionally, this role will act as a liaison with the Nashua Police Department Legal Bureau, provide contract prosecutorial services for the Hollis Police Department.

Objectives:

- Following the promotion of a third Sergeant, we will then select a tenured Sergeant to assume this role within the Administrative Services Bureau.
-

ADMINISTRATIVE GOAL #5

The Hollis Police Department will hold a promotional process for the position of Sergeant. This process will conform with those standards established in Hollis Police Department General Orders.

Objectives:

- It is expected that this promotional process will be completed by May 1, 2023, with the effective date of promotion aligning with agency needs and payroll periods.
-

ADMINISTRATIVE GOAL #6

The Hollis Police Department will complete facility modification and upgrade projects, which will be dependent on the approval of FY 2023 Operating Budget funding requests.

Objectives:

- Complete expansion of the Squad Room into the cell block area located in the Temporary Detention Facility.
 - Complete interior and exterior video surveillance camera system upgrade.
 - Remove and replace rotting skirtboard located around the bottom of the police facility.
 - Complete reseal/recoat/relining of the Hollis Police Department parking lot.
 - Remove and replace Fitness Room Floor with rubberized, heavy duty flooring material.
-

OPERATIONAL GOALS

OPERATIONAL GOAL #1

Fund and create a drone program using funds provided by the Hollis Police Department Benevolent Association. These funds were generously donated with the purpose of being earmarked for such a program.

Objectives:

- Complete formal proposal on the creation of a drone program.
 - Research equipment and training costs.
 - Fund equipment purchase and Drone Pilot Licensing fees.
 - Develop and implement policy relative to this program, including drone usage and limitations.
 - Ensure this program is fully operational by December 31, 2023.
-

OPERATIONAL GOAL #2

The Hollis Police Department will continue to engage in and provide highly proactive public safety and policing services with the goal to reduce property crimes, such as burglary, thefts from motor vehicles etc., while working with community partners to address quality of life issues within neighborhoods.

Objectives:

- Patrol Officers will continue to conduct Directed Patrols on all secondary roadways in towns with the overall purpose of increasing neighborhood policing.
 - Patrol Officers will increase school walkthroughs by 25%, district wide.
 - Continue to educate and encourage residents to take small, easy steps to deter property crimes, primarily by locking car and residence doors, and protecting personal property.
 - Develop an informational toolkit on fraud and other types of identity crimes.
 - Develop and host a training for senior citizens with tips and tools on how to protect themselves from fraud and other types of identity crimes.
-

OPERATIONAL GOAL #3

The Hollis Police Department will work to improve procedures relative to the prosecution of criminal matters and the adjudicatory process.

Objectives:

- Develop and implement a more efficient process for reviewing pending court case statuses. This will include, at the minimum, quarterly meetings with representatives of the Nashua Police Department Legal Bureau, as well as an improvement of day-to-day communication on current court cases.
- Build upon last year's goal of sending patrol officers to court for experience with the adjudicatory process. In 2022, we struggled to achieve this goal due to staffing issues; however, those officers who were able to participate in this program reported that

observations of court processes were beneficial to them. We will continue sending officers on Monday of each week to assist, where appropriate.

- Identify at least two officers to send to the Basic Police Prosecutor Course, as facilitated by the New Hampshire Police Standards and Training Council. This completion of this objective will be dependent on the scheduling of this course by the New Hampshire Police Standards and Training Council.
 - Develop In-Service curriculum for testifying at Administrative License Suspension (ALS) hearings. The purpose of this goal is to achieve a higher number of SUSTAINED findings for ALS Hearings. This will also include supervisory involvement during hearings (observing and guiding, when needed).
-

OPERATIONAL GOAL #4

The Hollis Police Department will work to improve our efforts at monitoring and evaluating the use of the 988 Suicide and Prevention and Crisis Lifeline, Mobile Crisis Response Teams, and the NAMI call number.

Objectives:

- Create additional Special Study questions in the IMC database to properly track the use of 988, NAMI, and Mobile Crisis Response Teams.
- Determine if there is a correlation between increased usage of mental health resources and the overall reduction in arrests involving mental health calls, response to resistance incidents, and Involuntary Emergency Admission (IEA) transports by the Hollis Police Department and Hollis Fire Department.

MONTHLY ACTIVITIES

PATROL DIVISION:

Captain Brendan LaFlamme

Patrol related activities for the month of August 2023 included a total of 2,413 calls for service. The most notable calls for service are listed below.

<i>Call Reason</i>		<i>Call Reason</i>	
911 Hang up	2	Harassment	3
Alarm/Other	1	House Check	187
Alarm/Burglar	21	Identity Theft	2
Animal/Domestic	12	Illegal Dumping	1
Animal/Wildlife	8	Loud Noise/Music	3
Assault/Past Tense	1	Juvenile Issue	1
Assist Citizen	2	Juvenile Complaint	1
Assist Other Agency	14	Littering	1
Business Check	436	Lost Property	6
Community Policing	63	Medical Alarm	4
Check Conditions	30	Medical Emergency	45
Criminal Mischief/past tense	3	Medical Lift Assist	8
Civil Standby	1	Medical/Cardiac Arrest	2
Child Car Seat Check	1	MVC/with Injury	1
Debris in Roadway	5	MVC/No Injury	5
Directed Patrol	714	MVC/Unknown Injury	3
Disturbance	7	MV Complaint	18
Disabled MV	7	MV Lockout	4
Domestic Disturbance	1	OHRV Complaint	1
Fire/Alarm	12	Neighbor Dispute	1
Fire Alarm/Trouble	5	MV Stop	469
Fire/Illegal Burn	3	Police Information	25
Fire/Wires down or arcing	2	Parking Complaint	2
Fingerprinting	52	Police Service	6
Fire/Other	3	Suspicious MV	14
Fire/Odor	1	Suspicious Person	6
Fire/Propane Tank Leak	1	Serve Paperwork	11
Fireworks	1	Suspicious Activity	9
Found Property	7	Traffic Control	7
Fire/Smoke	1	Theft/Past Tense	2
Fraud	5	Unsecured Premise	5
Give Advice	29	Vin Verification	5
Gun Shots	2	Welfare Check	3

DETECTIVE DIVISION:

Detective Kurt Thompson

During the month of August 2023, Det. Thompson participated in the following department related activities:

- Delivered and brief HCAO on CA case.
- Rifle Instructor certification in Concord.
- CAC Case review in Nashua.
- ICAC Search Warrant in Hampton.
- SRT in Townsend.
- ATF Search Warrant in Nashua.
- Follow up on possible child pornography tip.
- Released property.
- Assist PSTC with Firearms training.
- Assist patrol with Proctor Hill Rd accident.
- Blood to Lab, developed lesson plan for DSSP20/ evidence collection.
- Initiated background investigation for maintenance technician position.
- Intox recertification.
- Researched/ ordered new ammunition for patrol rifles.

SCHOOL RESOURCE OFFICERS:

Master Patrol Officer Richard Bergeron

School Resource Officer - Hollis Brookline High School and Hollis Brookline Middle School

During the month of August 2023, MPO Richard Bergeron participated in the following school and department related activities:

- NHJPOA work.
- Finish Felony Arrest Warrant.
- Implicit Bias Training.
- Numerous maintenance and repair issues related to cruisers.
- Behavioral Intervention Team/ Threat Assessment Team training.
- Meeting with 302 ref Juvenile Detention Visit & Juvenile Lock up form.
- Start Background for Maintenance Technician position.

- JJRC Meeting.
- Restorative Practice Training committee meeting.
- Defensive Tactics Instructor Course at PSTC.
- HBHS Meeting with Mrs. Zeller and Ms. Flamino.
- Oral Board for Maintenance Technician position.
- ERD Quarterly forum Concord.
- Radar certifications on all cruisers.
- Juvenile suicide training.
- NHJPOA meeting.
- Sexual Harassment training.
- Intake PHS interview and start background for Maintenance Technician position.
- ERD Meeting.
- Work on bottle fill station and order new filters.
- National Night Out Planning/Execution.

Call Reason	Total
Alarms	1
Fingerprinting	1
VIN Verification	1
Police Information	0
Juvenile Issue	0
Parking Complaint	0
Police Service	0
MV Accident	0
Total Calls for Service	3
Total Cases Carried Over from July	2

Master Patrol Officer Adam Kushmerek

School Resource Officer - Hollis Primary Scholl and Hollis Upper Elementary School

During the month of August 2023, MPO Adam Kushmerek participated in the following school and department related activities:

- Completed Roll Call training.
- Completed SAU41 mandatory staff training from Primex.
- Planning for Faith and Blue Weekend.

- Planning for Old Home Days.
- Planning for Cone With A Cop.
- Attended Halias Symposium for youth mental health at UNH.
- Improving/planning new school curriculums for HPS and HUES.
- Conducted Background interview for Dispatch candidate.
- Attended HUES Safety Committee Meeting.

Call Reason	Total
Give Advice	1
MV Stop	1
Alarm Test	0
Assist Other Agency	0
Search Warrant	0
Community Policing	2
MV Complaint	0
Misc	5
Welfare Check	1
Total Calls for Service	10
Total Cases Carried Over from July	0

OPERATIONS BUREAU:

Captain Brendan LaFlamme

- Attended weekly meetings with Prosecution to review upcoming court proceedings and discuss case dispositions.
- Worked on yearly MPO testing process.
- Officers responded to an underage drinking party. Charges are pending in juvenile court for the alleged host of the party.
- Patrol officers took 5 reports of Identity Fraud this month. All cases are currently under investigation.
- Officers made 17 arrests this month:
 - 1 for Criminal Mischief.
 - 7 for various license/registration violations.
 - 2 on misc. warrants
 - 5 for Driving Under the Influence.
 - 2 Protective Custody

ADMINISTRATIVE SERVICES BUREAU:

Lt. James Maloney

- Maintained compliance with CALEA reporting and file management.
- Assigned monthly roll call training on Implicit Bias.
- Attended NNEPAC monthly meeting.
- Attended 2023 CALEA Conference in Oklahoma City.
- Coordinated Department tours and interviews with several Maintenance Tech applicants.
- Assisted with fleet maintenance and building/grounds issues in absence of Maintenance Technician.
- Assisted with National Night Out preparations.

Sgt. Jon Tate

- Maintenance Technician interview.
- Carried out National Night Out.

- Miscellaneous car maintenance issues.
- Dispatch candidate background investigation (completed).
- Met with HB Coop principals ref: change of SRO.
- Attended NNEPAC monthly meeting.

FLEET/BUILDING MAINTENANCE DIVISION:

Administrative Services Bureau (Sergeant Jon Tate)

Routine maintenance of all vehicles including:

- #2 2018 Ford PI SUV - Oil Change & Tire Rotation, Replaced broken windshield washer supply line.
- #3 2015 Ford PI SUV - Met with Primex adjuster regarding damage from traffic collision.
- #5 2015 Ford PI SUV - Oil Change & Tire Rotation, transmission fluid drain and fill.
- #6 2011 Chev. Caprice - State Inspection
- #8 2016 Ford PI SUV - Oil Change & Tire Rotation, rear brakes and rotors replaced.
- RMT's & TAM's - distributed throughout town with requested community messages and speed notifications.

Other/Miscellaneous:

- Hosted student car wash program on 2 dates.
- Arranged service for septic system issue.
- Vegetation control around shed area to treat poison ivy.
- Assisted Vendor with Bi-annual HVAC service, recharge 1 AC unit.

Building & Grounds:

- Sally Ports 1 & 2 and Landing/Stairs - Sweep (2), power wash (), rinsed (1) squeegee (1), sweep ext. apron.
- Garage Bays 3 and 4 - Sweep (4), power wash w/scrubber, rinsed (2) squeegee (2), sweep ext. apron (1). Perimeters spray area with disinfectant deodorizer.
- Replace damaged molding and trim on Sallyport 2 with new pieces.
- Empty Trash & Recycle containers in various locations as needed.
- Bathrooms/Booking/Cell Blocks - drains treated with Oda-Ban and flush cell toilets (x2).
- Power aerosol disinfectant spray in Lobby, Interview Rooms, Squad Room, Training Room, Conference Room, Fitness Room and Men's Locker Room.

COMMUNITY ENGAGEMENT AND NOTABLE ACTIVITIES

During the month of August 2023, members of the Hollis Police Department participated in the following community and policing related events/programs/activities:

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- August 1, 2023 3rd annual Hollis Police Department National Night Out Event, which was held at Nichols Field.
 - August 1, 2023: Chief Hoebeke attended a Hollis Primary School Safety meeting at the Department of Public Works.
 - August 3, 2023: Chief Hoebeke assisted with a review of Substance Abuse Reduction grant applications at the Department of Safety in Concord, New Hampshire.
 - August 8, 2023: Chief Hoebeke attended a meeting of the New Hampshire Association of Chiefs of Police, which was held at Health Trust in Concord, New Hampshire.
 - August 11, 2023: MPO Adam Kushmerek participated in a planning meeting for the National Faith and Blue Weekend.
 - August 14, 2023: Meeting of the Hollis Select Board.
 - August 15, 2023: Planning and organization meeting on the formation of the Hollis Police Department Drone Program.
 - August 16, 2023: Meeting of the Hollis Communications Advisory Board.
 - August 21, 2023: Chief Hoebeke volunteered at the golf tournament benefitting Special Olympics of New Hampshire, the New Hampshire Association of Chiefs of Police, and the New Hampshire Police, Fire and EMS Association.
 - August 24, 2023: Hollis Police Department Staff Meeting.
 - August 24, 2023: Planning and coordination meeting for the upcoming Hollis Old Home Days.
 - August 30, 2023: The Hollis Police Department, in partnership with Brookdale Fruit Farm, hosted our annual Cone with a Cop Event.

TRAINING

During the month of August 2023, members of the Hollis Police Department completed 21 courses totaling 52 training hours. Included in these totals are both in-house and outside training programs completed for the month.

All agency personnel completed a course titled, "Preventing Workplace Harassment", which is offered by our risk liability insurer, Primex. Additionally, Sergeant Lucas Ilges completed a 12-hour training on conducting internal affairs investigations, while our School Resource Officers completed training relative to Civilian Response to Active Shooter events and youth mental health challenges and depression. Finally, Master Patrol Officer Joe Wallent assisted with Recruit Firearm Training at the New Hampshire Police Standards and Training Council.

Below, please find a detailed list of training courses completed by agency members in the month of August 2023.

Training Description	Agency Training Program	Outside Training Program	Total Training Hours
Primex Preventing Workplace Harassment for Employees	No	Yes	1
Civilian Response to Active Shooter Events	No	Yes	4
Internal Affairs Investigations	No	Yes	12
Intoxilyzer 9000 Recertification	No	Yes	1
2023 Halias Symposium: Youth Mental Health Challenges and Depression	No	Yes	8
NHPSTC Recruit Firearms Instructor Training	No	Yes	8

Training hours reflect total hours per attendee.

2023 Completed Training to Date (as of August 31, 2023):

318 Training Courses

1,463 hours total training time for the 2023 calendar year (all employees)

UPCOMING COMMUNITY ENGAGEMENT AND ACTIVITIES

The following activities and events are tentatively planned for the month of September 2023.

September 6, 2023	Chief Hoebeke will participate in a legislative meeting regarding cannabis legalization.
September 6, 2023:	Hollis Department Head meeting.
September 6, 2023:	Chief Hoebeke will attend a meeting of the New Hampshire Law Enforcement Accreditation Commission.
September 9, 2023:	Officer Nicholas Esposito will play in the Special Olympics of New Hampshire Battle of the Badges Baseball Game at Fisher Cat Stadium.
September 8 - 9, 2023:	Hollis Old Home Days.
September 13, 2023:	Retirement ceremony for MPO Richard Bergeron at the Lawrence Barn.
September 15, 2023:	Chief Hoebeke will meet with Hollis Brookline High School Principal Tim Girzone regarding the School Resource Officer Program.
September 19, 2023:	Chief Hoebeke will join members of the New Hampshire Association of Chiefs of Police in a meeting with Senator Kelly Ayotte to discuss issues relevant to public safety.
September 20, 2023:	Meeting of the Hollis Communications Center Advisory Board.
September 25, 2023:	Meeting of the Hollis Select Board.
September 26, 2023:	Chief Hoebeke will attend a meeting of the New Hampshire Police Standards and Training Council.
September 27, 2023:	Chief Hoebeke will participate in a virtual meeting of the Friends of the New Hampshire Drug Courts.
September 27, 2023:	Chief Hoebeke and Communications Center Manager Richard Todd will attend a demo on the Genasys software, which is a new alert system being adopted by the State of New Hampshire.
September 28, 2023:	Chief Hoebeke will participate in a legislative workgroup meeting regarding the legalization of cannabis.
September 29, 2023:	The Hollis Police Department will host a training course titled, "Why Interactions with Police and Community Matter", which will be held at the Lawrence Barn.

2023 PERFORMANCE MEASURES

Joseph Hoebeker, Chief of Police

	AUG 2022	AUG 2023	YTD 2022	YTD 2023
Arrests				
On-View	7	11	91	95
Summons	5	4	46	37
Protective Custody	0	2	7	5
2023 Arrest Totals			144	137
Burglaries				
Residential & Business (Combined)	0	0	2	0
Traffic Related				
Total Calls for Service	2128	2413	16787	17145
MV Stops	412	469	2855	3073
MV Citations	17	17	138	141
DUI	2	5	35	33
Motor Vehicle Collisions	7	9	80	83
Miscellaneous Activities				
Community Policing Contacts	89	63	471	452
Grant Enforcement Patrols	1	5	14	22
Business Checks	406	436	3104	3403
Alarm Responses	18	22	140	137
House Checks	85	187	1032	702
Directed Patrols	746	714	6853	6771
School Walkthroughs	-	-	15	44

- In the month of August 2023, members of the Hollis Police Department conducted 418 motor vehicle stops resulting in the issuance of 17 citations and 507 verbal or written warnings. This data indicates that 4% of investigatory traffic stops conducted in the month of August resulted in the issuance of a citation.
- We also conducted 5 grant funded enforcement patrols during the month of August totaling 12-hours of enforcement activity. These enforcement patrols targeted impaired driving and speeding. During these proactive motor vehicle enforcement activities, 80 motor vehicles stops were recorded, which resulted in the issuance of 78 citation warnings and 2 citations.
- We are pleased to announce the submission of an application for additional grant funding through the Office of Highway Safety for the replacement of our aging E-Ticket

printers installed in all marked patrol vehicles. This grant program will allow the Hollis Police Department to purchase 6 new printers with 75% of total equipment cost being reimbursed by the Office of Highway Safety to the Town of Hollis. It is expected that grant approvals will be generated during the month of September or October, which will allow us to purchase and install the new E-Ticket printers prior to the end of the calendar (fiscal) year. The 25% match amount will be provided by surplus monies included in our “Radar” line item within the FY 2023 operating budget.

- We are also pleased to announce that the Town of Hollis has been approved for a Congressionally Directed Spending grant for the purchase of new land mobile radios for all public safety agencies within the Town. This grant will provide funding in the amount of \$700,000.00, which will result in significant cost savings to the Hollis taxpayers.
- Required monthly audits of Body Worn Camera (BWC) and in-car video recordings, pursuant to our internal policies and procedures, **DID NOT** reveal any conduct-related issues.
- We did not receive any citizen complaints during the month of August, nor did we initiate or conduct any internal affairs investigations or administrative inquiries. Please note that comprehensive changes were made to our agency’s processes and procedures for investigating citizen complaints or allegations of misconduct by agency employees. These changes reflect best practices and conform with recent statutory changes implemented by the State Legislature. We are proud in knowing that our General Order on Investigating Citizen Complaints/Internal Affairs is being used by the New Hampshire Police Standards and Training Council as a model policy for statewide use.
- The Hollis Police Department Professional Standards function has received and/or initiated, investigated, and resolved four internal affairs investigations for the 2023 calendar year.

<u>2023 Internal Affairs Investigations (Total Number)</u>	
August 2023 - Complaint(s) Received:	0
August 2023 - Investigations Initiated/Completed	0
Current Year Total:	4

- The Hollis Police Department recorded one (1) response to resistance incident during the month of August 2023. On August 26, 2023, officers responded to a residence for

the report of an unwanted and intoxicated male subject. While officers were placing the male subject into their custody, he began engaging in passive and active resistance behaviors. As a result, officers utilized joint manipulation and verbal commands to gain control and compliance of the male arrestee. Neither the male subject nor the officers sustained any injuries during this incident. As required per department policies and procedures, this response to resistance incident was administratively reviewed, and the actions of the officers were deemed to be in compliance with Hollis Police Department General Order PR-302, Responses to Resistance.

- Please note that our Response to Resistance General Order is a forward-facing document and can be accessed by members of the public through the Hollis Police Department webpage (click [HERE](#)). In fact, the vast majority of our General Orders are forward-facing and easily accessible to members of the public. The only policies exempted from accessibility are those considered to be law enforcement sensitive, meaning that disclosure would impact the safety of officers in response to certain emergency responses, like critical incidents, for example.
- In total, we have recorded six (6) response to resistance incidents for the 2023 calendar year, all of which were found to be in compliance with applicable department policies and procedures and state/federal statutory provisions.

<u>2023 Response to Resistance Incidents (Total Numbers)</u>	
August 2023:	1
Total (Year-to-Date):	6

- It is important to note that the statistics relative to response to resistance incidents do not include reports completed following animal euthanizations, which also require similar reporting standards and administrative review as compared to response to resistance incidents.
- We do report Use of Force (response to resistance) data to the Federal Bureau of Investigation (FBI) through their National Use of Force Database. Specifically, the site allows our agency to enter what is referred to as 'Zero Reports' as it only collects data from use of force incidents resulting in death, serious bodily injury, or the use of a

OPERATING BUDGET

Joseph Hoebeker, Chief of Police

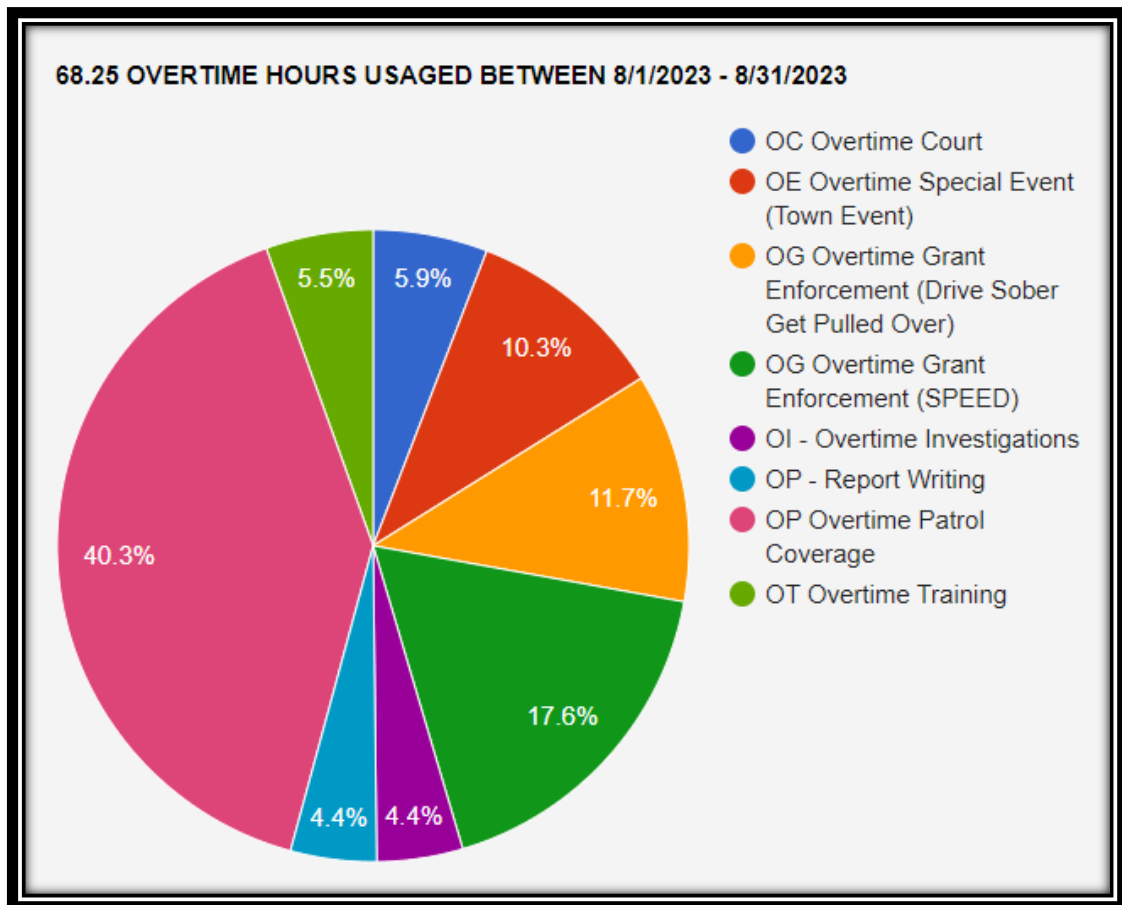
- As of August 31, 2023, the Hollis Police Department Operating Budget is 64.81% expended, thereby constituting a budget surplus of 1.86%.

Town of Hollis, NH Expenditure Report as of 8/31/2023					
	Budget	M-T-D Actual	Y-T-D Actual	Remaining Balance	Percent Expended
Police					
01 4210 0 111 PD-Administration Salaries	287,687.00	22,188.09	198,674.06	89,012.94	0.69
01 4210 0 112 PD-Office Staff	117,219.00	9,189.44	79,374.72	37,844.28	0.68
01 4210 0 113 PD-Union Full Time Salaries	1,190,142.00	89,190.19	788,274.53	401,867.47	0.66
01 4210 0 119 PD-Overtime	90,000.00	3,324.48	60,241.01	29,758.99	0.67
01 4210 0 291 PD-Uniforms	20,000.00	586.81	6,190.63	13,809.37	0.31
01 4210 0 320 PD-Legal	67,000.00	75.00	49,200.00	17,800.00	0.73
01 4210 0 330 PD-Training	23,450.00	3,793.00	19,971.75	3,478.25	0.85
01 4210 0 331 PD-Accreditation Expenses	11,000.00	0.00	1,902.86	9,097.14	0.17
01 4210 0 341 PD-Telephone	4,100.00	224.40	2,763.94	1,336.06	0.67
01 4210 0 345 PD-Internet Service	660.00	59.50	236.00	424.00	0.36
01 4210 0 361 PD-Contract Cleaning	2,100.00	0.00	0.00	2,100.00	0.00
01 4210 0 390 PD-Personnel Services	4,000.00	1,946.75	2,176.87	1,823.13	0.54
01 4210 0 410 PD-Electricity	8,400.00	1,409.78	4,997.07	3,402.93	0.59
01 4210 0 411 PD-Propane	2,900.00	421.35	1,109.95	1,790.05	0.38
01 4210 0 414 PD-Wood Pellets	4,600.00	0.00	2,942.56	1,657.44	0.64
01 4210 0 430 PD-Station Maintenance	19,300.00	2,165.38	11,502.64	7,797.36	0.60
01 4210 0 560 PD-Dues & Publications	2,900.00	175.00	2,520.00	380.00	0.87
01 4210 0 561 PD-Radar Certification	2,800.00	0.00	696.75	2,103.25	0.25
01 4210 0 580 PD-Private Car Mileage	250.00	0.00	0.00	250.00	0.00
01 4210 0 611 PD-Copy Machine Supplies	1,300.00	282.31	922.04	377.96	0.71
01 4210 0 615 PD-Police Equipment	37,650.00	865.59	33,721.09	3,928.91	0.90
01 4210 0 620 PD-Office Supplies	3,500.00	309.64	1,104.36	2,395.64	0.32
01 4210 0 625 PD-Postage	900.00	3.26	368.31	531.69	0.41
01 4210 0 635 PD-Vehicle Fuel	38,470.00	2,734.16	17,250.14	21,219.86	0.45
01 4210 0 660 PD-Vehicle Maintenance	19,505.00	25.98	6,785.30	12,719.70	0.35
01 4210 0 681 PD-Records Management	32,900.00	3,360.32	29,222.70	3,677.30	0.89
01 4210 0 690 PD-Community Outreach, Employee Recognition, Special Projects	4,500.00	649.94	1,645.38	2,854.62	0.37
01 4210 0 760 PD-Financed Equipment	43,920.00	0.00	0.00	43,920.00	0.00
01 4210 1 430 PD-ANI-Kennel Maintenance	700.00	0.00	126.90	573.10	0.18
01 4210 1 470 PD-ANI-Veterinarian Services	500.00	0.00	0.00	500.00	0.00
01 4210 1 610 PD-ANI-Kennel Supplies	500.00	0.00	36.00	464.00	0.07
Total Police	2,042,853.00	142,980.37	1,323,957.56	718,895.44	0.65

- As listed within the above expenditure report, the overtime line is operating within budgetary parameters at 67% expended following 8 months of the calendar year. Each fiscal year, we carefully monitor overtime expenditures given the fact it constitutes a considerable portion of our operating budget. We have been effective at managing overtime usage through creative staffing measures and thoughtful scheduling of training and other activities that might otherwise result in the payment of overtime.

- Please note that the following expenditure amounts in the Overtime line item do not include reimbursements for grant funded motor vehicle enforcement activities for the months of July and August. These reimbursement requests will be submitted to the Office of Highway Safety on or after October 1, 2023, and once received, will be credited back to the Overtime line item.
- During the period of August 1, 2023 through August, 2023, the Hollis Police Department utilized **68.25 hours of overtime**. Here is the breakdown of overtime allocations for the month of August 2023:

Court	4.0 hours
Special Event (Town Event)	7.0 hours
Investigations	3.0 hours
Grant Enforcement Overtime (Impaired Driving and Speed Enforcement)	20.0 hours
Report Writing	3.0 hours
Patrol Coverage	27.5 hours
Training	3.75 hours



- For the same period in 2022 (August 1st through August 31st), the Hollis Police Department utilized **150.5 hours** of overtime.

AUGUST 2023 ATTENDANCE HOURS	
Attendance Categories	Hours
PTO	292.5
Bereavement	17.0
Holiday Pay	0.0
Paid Military Leave	0.0
Unpaid Military Leave	8.0
Outside Detail	216.0
Floating Holiday	8.0
Overtime	68.25
Total Regular Attendance Hours	3182.00