



MONTHLY REPORT JULY 2023

HOLLIS POLICE DEPARTMENT

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MESSAGE FROM THE CHIEF OF POLICE

Chief Joseph R. Hoebeke

July 31, 2023

It gives me great pleasure to present the July 2023 Monthly Report for the Hollis Police Department, which details the incredible work of the men and women of your police department. We are quickly approaching our 3rd annual National Night Event, which will be held on August 1, 2023, at Nichols Field. The event is intended to provide members of the community with the opportunity to positively engage with members of the Hollis Police Department, the Hollis Fire Department, and the Hollis Social Library. Additionally, the event promotes overall community safety, which is important to the mission and objectives of the Hollis Police Department. The event is free for all to attend, and we hope you and your families consider joining us for lots of fun on August 1st. A special thanks to our community stakeholders who have offered their services at free or reduced costs. I am also grateful to the Hollis Police Department Benevolent Association for providing needed funding, and our agency members who spent many hours planning this event.

We are happy to announce that Officer Kayla Bitondo successfully completed the intensive Field Training and Evaluation Program (FTEP) and has been released for solo patrol status, effective July 28, 2023. With the addition of Officer Bitondo to the Patrol Division, we are operating at full staffing for all patrol shifts. This is important as it allows us to provide a consistent level of service to our community, while helping to reduce costs for overtime needed to meet minimum staffing requirements.

We continue to provide a high level of training to our agency members, which is important for their personal and professional development. This also impacts the quality of services we are able to provide to the community. Employees provided with ongoing training are more competent to perform their duties, and they possess a higher level of confidence in their abilities. In the coming months, we will be focusing on providing important updates on policies and procedures, while serving as a host for an important training on building and strengthening police/community relations.

We continue with our search for the vacant Maintenance Technician position created by the retirement of Daniel Danahy. With the support of the Hollis Select Board, we were able to modify the wage scale for this position, which has allowed us to build a more qualified pool of candidates for the selection process. We have interviewed a number of candidates for the role, and are proceeding with a background investigation on a highly qualified and skilled candidate. It is our hope that this hiring process will be completed by the end of August.

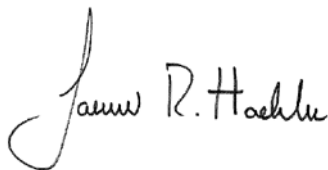
We have received four bid proposals for our Squad Room modification project, which is funded in the Municipal Building and Trust Fund. Captain Brendan LaFlamme and I are in the

process of reviewing the proposals and will be reporting our findings to the Hollis Select Board during one of their regularly scheduled meetings in the month of August. So long as the project falls within funding parameters, we hope to begin this project by October, with an expected completion deliverable of December 31, 2023.

Budget season is quickly approaching and we will begin our budget planning at the beginning of August. The fiscal year 2024 Operating Budget will include the request to purchase at least four new police cruisers to replace older fleet vehicles with high mileage and ever-increasing maintenance costs. Additionally, we plan to request the reclassification of the Lieutenant and Captain wage scales as there are compression issues given the passage of the current collective bargaining agreement. I can assure you that we are careful and thoughtful in our budget planning and preparation. There is nothing more important than ensuring adequate funding so our agency can continue to operate in a highly effective and efficient manner; however, we are committed to and embrace fiscally responsible budgeting in an effort to alleviate burdens on the Hollis taxpayer.

As we quickly approach the end of summer, we remind our residents to be safety conscious. Please lock your vehicle doors, keep personal items out of view, and protect your home by locking doors, turning on exterior lights, and contacting us for vacant home checks. Additionally, drive safely and do not drive impaired. We continue to experience high levels of impaired driving arrests, which will continue to be a focus of our proactive motor vehicle enforcement activities. Most important, please know that the safety of this community is and will always be our number one priority, so please be sure to contact us with your questions or concerns you might have. We value your input and feedback, and we are proud to serve this safe and thriving community.

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 initial 'J'.

Joseph R. Hoebeke
Chief of Police

CURRENT STAFFING LEVELS AS OF JULY 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 7/31/2023

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 July 2023 included a total of 2,234 calls for service. The most notable calls for service are listed below.

<i>Call Reason</i>		<i>Call Reason</i>	
911 Hang up	1	Gun Shots	1
Alarm/Audible	1	Harassment	1
Alarm/Other	1	House Check	130
Alarm/Burglar	15	Identity Theft	4
Animal/Domestic	17	Illegal Dumping	1
Animal/Wildlife	10	Loud Noise/Music	2
Assist Citizen	6	Lost Property	7
Assist Other Agency	12	Medical Alarm	1
Burglary/Past Tense	1	Medical Emergency	33
Business Check	355	Medical Lift Assist	4
Community Policing	69	MVC/with Injury	1
Check Conditions	34	MVC/No Injury	6
Criminal Mischief/past tense	2	MVC/Unknown Injury	1
Criminal Mischief/In Progress	1	MV Complaint	22
Civil Standby	3	MV Lockout	2
Debris in Roadway	16	Neighbor Dispute	1
Directed Patrol	742	MV Stop	418
Disturbance	4	Police Information	27
Disabled MV	15	Parking Complaint	3
Domestic Disturbance	1	Police Service	3
Fire/Alarm	21	Road Rage	1
Fire/Brush	1	Suspicious MV	18
Fire/Building Lock out	2	Suspicious Person	6
Fire/Wires down or arcing	4	Serve Paperwork	7
Fingerprinting	41	Suspicious Activity	4
Fire/Other	1	Serve Warrant	2
Fireworks	1	Traffic Control	1
Found Property	2	Theft/Past Tense	3
Fraud	1	Unsecured Premise	2
Give Advice	30	Vin Verification	8
General Info	1	Welfare Check	7

DETECTIVE DIVISION:

Detective Kurt Thompson

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

- Emptied drug box.
- CAC at Nashua.
- Suspect/ victim interviews on CA case.
- Swapped blood tubes/ evidence back from lab.
- SRT at Townsend/ Hollis.
- Trial prep at HCAO/ Trial.
- Rifle Instructor course at PSTC.
- Theft case.
- Logged firearms into evidence for destruction.

SCHOOL RESOURCE OFFICERS:

MPO Richard Bergeron

During the month of July 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 June	2

Officer Adam Kushmerek

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

- Completed Implicit Bias Roll Call training
- Planning for National Night Out
- Improving/planning new school curriculums for HPS and HUES

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

OPERATIONS BUREAU:

Captain Brendan LaFlamme

- Continued working with/training newly hired Records Clerk.
- Attended weekly meetings with Prosecution to review upcoming court proceedings and discuss case dispositions.
- Worked on yearly MPO testing process.
- Officers made 18 arrests this month:
 - 1 for Domestic Violence.
 - 10 for various license/registration violations.
 - 1 for computer related offenses.
 - 4 for Driving Under the Influence.
 - 1 for felony level drug offenses.
 - 1 arrest on a warrant.

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

- (2) Dispatcher candidate interviews.
- Maintenance Technician interview.
- Primex Training @ Hollis Town Hall.
- Dispatch candidate background (drafted memo indicating issues prohibiting candidate to continue in process).
- Continued logistics planning for National Night Out.
- Miscellaneous car maintenance issues.
- Began second dispatch candidate background investigation.
- Oversaw Ofc. Bitondo FTO process/released her to solo patrol status.

FLEET/BUILDING MAINTENANCE DIVISION:

Maintenance Technician Daniel Danahy

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

July 1 - 10, 2023:	We conducted several site visits for vendors interested in offering proposals on our Squad Room modification project.
July 5, 2023:	Hollis Department Hear monthly meeting.
July 11, 2023:	Chief Hoebeke participated in a virtual meeting of the New Hampshire Association of Chiefs of Police.
July 18, 2023:	Meeting of the Town of Hollis Highway Safety Committee.
July 18, 2023:	Members of the Hollis Police Department participated in the Hollis Social Library Touch-A-Truck event.
July 19, 2023:	Hollis Police Department Staff Meeting.
July 21, 2023:	Chief Hoebeke attended virtual meeting to coordinate an upcoming Implicit Bias Training, which will be hosted by the Hollis Police Department.
July 21, 2023:	Chief Hoebeke participated in a virtual meeting for the Commission on Accreditation for Law Enforcement Agencies (CALEA) Executive Director Regional Advisory Group.
July 25, 2023:	Chief Hoebeke attended a meeting of the New Hampshire Police Standards and Training Council.
July 25, 2023:	Chief Hoebeke and Captain Maloney met with a member of the Department of Justice COPS Office to discuss our agency's use of their online training portal.
July 26, 2023:	Chief Hoebeke met with an applicant for the Maintenance Technician position at the Hollis Police Department.
July 26, 2023:	Meeting of the Hollis Communications Advisory Board (CAB).
July 31, 2023:	Chief Hoebeke attended a meeting of the New Hampshire Law Enforcement Accreditation Commission.

TRAINING

During the month of July 2023, members of the Hollis Police Department completed 16 courses totaling 157.5 training hours. Included in these totals are both in-house and outside training programs completed for the month.

MPO Joshua Hooper and Officer Nicholas Esposito completed the 40-hour NASRO Basic School Resource Officer Course, which was held in Concord, New Hampshire. Additionally, Captain James Maloney attended the CALEA Conference on Oklahoma City, Oklahoma, which provided him with more than 24 hours of training time, while Detective Kurt Thompson completed the 24-hour Patrol Rifle Instructor Course through the New Hampshire Police and Standards Council.

During the month July, a number of agency employees completed training on the topic of sexual harassment and workplace harassment, as provided by the Town's risk liability insurer Primex. Employees who were unable to attend will be completing the course through Primex's online training portal.

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

Training Description	Agency Training Program	Outside Training Program	Total Training Hours
Campus Safety Training: Introduction to Behavioral Intervention Teams	No	Yes	1
Drug Investigations	No	Yes	7
Defensive Tactics Instructor for 193 Recruit Academy	No	Yes	8
Youth Suicide: Awareness, Prevention and Postvention (Jason Flatt Act)	No	Yes	2
NASRO Basic SRO Course	No	Yes	40
Cannabinoids in Impaired Driving	No	Yes	1
2023 CALEA Conference	No	Yes	24
2023 Primex Preventing Workplace Harassment for Employees Training	No	Yes	1.5
PSTC Rifle Instructor	No	Yes	24

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

297 Training Courses

1,411 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 August 2023.

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- August 1, 2023 3rd annual Hollis Police Department National Night Out Event, which will be held at Nichols Field.
 - August 1, 2023: Chief Hoebeke will attend a Hollis Primary School Safety meeting at the Department of Public Works.
 - August 3, 2023: Chief Hoebeke will assist with a review of Substance Abuse Reduction grant applications as the Department of Safety in Concord, New Hampshire.
 - August 8, 2023: Chief Hoebeke will attend a meeting of the New Hampshire Association of Chiefs of Police, which will be held at Health Trust in Concord, New Hampshire.
 - August 11, 2023: MPO Adam Kushmerek will participate 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 will be volunteering 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, will host our annual Cone with a Cop Event.

2023 PERFORMANCE MEASURES

Joseph Hoebeker, Chief of Police

	JUL 2022	JUL 2023	YTD 2022	YTD 2023
Arrests				
On-View	17	12	84	84
Summons	5	7	41	33
Protective Custody	1	0	7	3
2023 Arrest Totals			132	120
Burglaries				
Residential & Business (Combined)	1	0	2	0
Traffic Related				
Total Calls for Service	2326	2234	14659	11459
MV Stops	477	418	2443	2604
MV Citations	20	20	121	125
DUI	7	4	33	28
Motor Vehicle Collisions	6	8	73	71
Miscellaneous Activities				
Community Policing Contacts	67	69	381	389
Grant Enforcement Patrols	3		13	17
Business Checks	488	355	2698	2967
Alarm Responses	21	17	121	114
House Checks	101	130	952	515
Directed Patrols	831	742	6107	6057
School Walkthroughs	-	-	15	44

- In the month of July 2023, members of the Hollis Police Department conducted 418 motor vehicle stops resulting in the issuance of 20 citations and 412 verbal or written warnings. This data indicates that 4.8% of investigatory traffic stops conducted in the month of July resulted in the issuance of a citation.
- We also conducted 2 grant funded enforcement patrols during the month of July totaling 8-hours of enforcement activity. These enforcement patrols specifically impaired driving and speeding. During these proactive motor vehicle enforcement activities, 32 motor vehicles stops were recorded, which resulted in the issuance of 28 citation warnings, 2 citations, and 1 arrest.
- We continue to work on addressing community concerns on traffic safety related matters, including speeding vehicles and aggressive driving. Throughout the month, we

conducted more than 700 directed patrols of primary and secondary roadways, and continued to engage in proactive motor vehicle enforcement activities, including directed patrols in response to community concerns. Such efforts are also aided through the use of grant funded enforcement activities that target aggressive, impaired, and distracted drivers.

- 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 July, 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.
- The Hollis Police Department Professional Standards function has received and/or initiated, investigated, and resolved four internal affairs investigations for the 2023 calendar year.

2023 Internal Affairs Investigations (Total Number)

July 2023 - Complaint(s) Received:	0
July 2023 - Investigations Initiated/Completed	0
Current Year Total:	4

- The Hollis Police Department recorded one (1) response to resistance incident during the month of July 2023. On July 15, 2023, officers were attempting to place a male subject into custody for Driving Under the Influence. During this time, the male subject became resistant to the officer's commands and began in his efforts to avoid arrest. Officers were able to quickly subdue the male subject through the use of joint manipulation techniques. He was ultimately taken into custody. Neither the male subject nor the officers sustained any injuries during this incident. As required, this response to resistance incident was administratively reviewed, and the actions of the officers were deemed to be in compliance with applicable department policies and procedures.

OPERATING BUDGET

Joseph Hoebeker, Chief of Police

- As of July 31, 2023, the Hollis Police Department Operating Budget is 57.81% expended, thereby constituting a budget surplus of .52%.

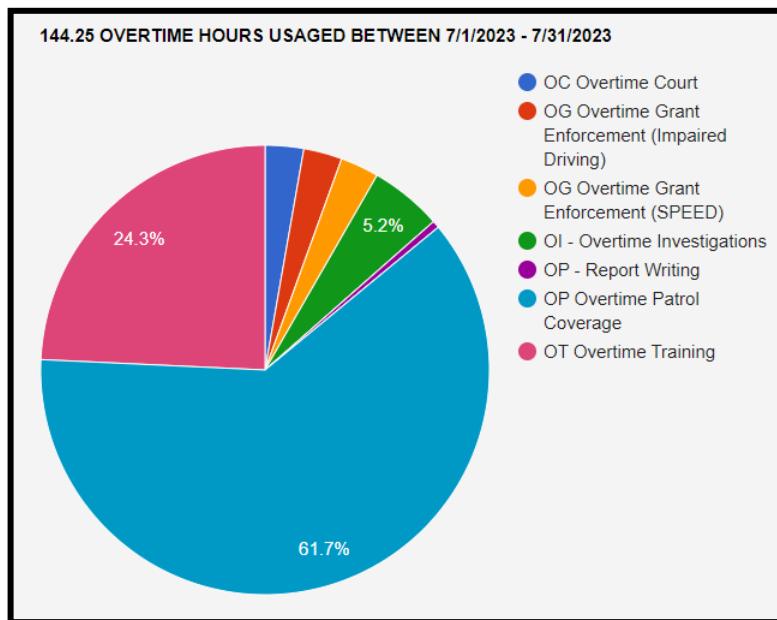
Town of Hollis, NH					
Expenditure Report as of 7/31/2023					
	Budget	M-T-D Actual	Y-T-D Actual	Remaining Balance	Percent Expended
Police					
01 4210 0 111 PD-Administration Salaries	287,687.00	33,131.82	176,485.97	111,201.03	0.61
01 4210 0 112 PD-Office Staff	117,219.00	13,784.16	70,185.28	47,033.72	0.60
01 4210 0 113 PD-Union Full Time Salaries	1,190,142.00	129,261.38	699,084.34	491,057.66	0.59
01 4210 0 119 PD-Overtime	90,000.00	9,810.27	56,916.53	33,083.47	0.63
01 4210 0 291 PD-Uniforms	20,000.00	881.01	5,603.82	14,396.18	0.28
01 4210 0 320 PD-Legal	67,000.00	150.00	49,125.00	17,875.00	0.73
01 4210 0 330 PD-Training	23,450.00	2,134.00	16,178.75	7,271.25	0.69
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	48.90	2,539.54	1,560.46	0.62
01 4210 0 345 PD-Internet Service	660.00	59.50	176.50	483.50	0.27
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	155.00	230.12	3,769.88	0.06
01 4210 0 410 PD-Electricity	8,400.00	688.43	3,587.29	4,812.71	0.43
01 4210 0 411 PD-Propane	2,900.00	0.00	688.60	2,211.40	0.24
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	1,313.53	9,337.26	9,962.74	0.48
01 4210 0 560 PD-Dues & Publications	2,900.00	75.00	2,345.00	555.00	0.81
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	91.39	639.73	660.27	0.49
01 4210 0 615 PD-Police Equipment	37,650.00	111.62	32,855.50	4,794.50	0.87
01 4210 0 620 PD-Office Supplies	3,500.00	47.21	794.72	2,705.28	0.23
01 4210 0 625 PD-Postage	900.00	165.57	365.05	534.95	0.41
01 4210 0 635 PD-Vehicle Fuel	38,470.00	2,331.71	14,515.98	23,954.02	0.38
01 4210 0 660 PD-Vehicle Maintenance	19,505.00	562.36	6,759.32	12,745.68	0.35
01 4210 0 681 PD-Records Management	32,900.00	3,470.00	25,862.38	7,037.62	0.79
01 4210 0 690 PD-Community Outreach, Employee Recognition, Special Projects	4,500.00	(1,198.17)	995.44	3,504.56	0.22
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	197,074.69	1,180,977.19	861,875.81	0.58

- As listed within the above expenditure report, the overtime line is listed as running at a deficit of 4.91%. Please note that these projections do not include any reimbursements due for grant funded New Hampshire Highway Safety enforcement patrols conducted during the month of July. These grant funded activities are reimbursed on a quarterly basis with the next filing date being October 1, 2023.
- We did receive reimbursement in the amount of \$3,458.32 for grant funded motor vehicle enforcement activities conducted during the months of April, May and June 2023 (3rd quarter). Given the deduction amounts for retirement and Medicare costs, the total

amount that will be credited back to the overtime line item is \$2,409.04. This credit to the overtime line item will be reflected in the August 2023 Expenditure Report.

- Given the foregoing reimbursement amount, the Overtime line item is actually 61% expended, which does not account for any reimbursement amounts outstanding for the eight (8) hours of grant enforcement activities conducted during the month of July.
- The Hollis Police Department did receive notification from the New Hampshire Office of Highway Safety that it was awarded \$9,600.00 for grant enforcement activities for the 2024 fiscal year. It is important to note that the fiscal year for these grant funds differs from the fiscal year period utilized by the Town of Hollis. Given the fact these are federal funds distributed to the State of New Hampshire, the fiscal year aligns with that of which is recognized by the federal government (October 1, 2023 through September 30, 2024).
- During the period of July 1, 2023 through July 31, 2023, the Hollis Police Department utilized **144.25 hours of overtime**. Here is the breakdown of overtime allocations for the month of July 2023:

Court	4.0 hours
Investigations	7.5 hours
Grant Enforcement Overtime (Impaired Driving and Speed Enforcement)	8.0 hours
Report Writing	.75 hours
Patrol Coverage	89.0 hours
Training	35.0 hours



- For the same period in 2022 (June 1st through June 30th), the Hollis Police Department utilized **102.25 hours** of overtime.

JULY 2023 ATTENDANCE HOURS	
Attendance Categories	Hours
PTO	225.0
Bereavement	8.0
Holiday Pay	158.5
Paid Military Leave	88.5
Unpaid Military Leave	85.0
Outside Detail	103.25
Floating Holiday	16.0
Overtime	144.25
Total Regular Attendance Hours	3372.5