



MONTHLY REPORT JUNE 2023

HOLLIS POLICE DEPARTMENT

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MESSAGE FROM THE CHIEF OF POLICE

Chief Joseph R. Hoebeke

June 30, 2023

It gives me great pleasure to present the June 2023 Monthly Report for the Hollis Police Department. June marked the official start of the summer months, and although the weather has been somewhat unpredictable, the members of the Hollis Police Department remain committed to providing highly professional and effective policing services to the members of this safe and thriving community.

On June 30, 2023, we celebrated the retirement of Maintenance Technician Daniel Danahy, who served the Hollis Police Department with professionalism and dedication since October 2015. Dan was instrumental in helping to improve the operational efficiency of this agency through his ability to creatively address fleet maintenance and facility maintenance related issues. His efforts resulted significant cost savings to the Hollis taxpayer and helped our agency improve the services we provide to the community. Moreover, Dan was instrumental in helping our agency strengthen its organizational culture. His retirement created a void that will be difficult to fill and I will miss his presence in our building. I am, however, happy in knowing that Dan will get the time to enjoy all those hobbies and activities that he loves and which have taken a back seat given his service to the Town of Hollis. I, along with each member of the Hollis Police Department, wish Dan many, many years of great health and happiness. He will forever be a part of our Hollis Police Department family.

Officer Kayla Bitondo continues her participation in the Field Training and Evaluation Program (FTEP) and it is expected that she will complete Phase III and the Observation Phase by the end of July 2023. Once completed, Officer Bitondo will be assigned to one of the three Patrol Division shifts. We are looking forward to having Officer Bitondo complete the FTEP and her addition to the Patrol Division ranks will further improve the level of service we provide to the Hollis Community.

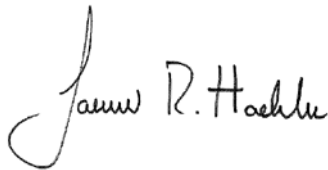
On June 16, 2023, I released a Request for Proposals for a facility modification project that would expand the area of our Squad Room. We did allocate funding in the Building and Expendable Trust during the FY 2023 budget planning process, and the usage of said funds was approved at the March 2023 Town Meeting. We will be scheduling site visits for interested vendors up until July 10, 2023, and the deadline for the submission of proposals is July 28, 2023. A copy of the RFP can be found by clicking [HERE](#). I will be sure to provide ongoing

updates on this facility modification project in the months to come as our goal is to have all work completed by the end of the 2023 calendar year.

On June 23, 2023, we held a successful Coffee with a Cop event at Millyard Bank on Ash Street. We are grateful to the staff at Millyard Bank for their willingness to host and sponsor this event, and we also wish to thank the members of the community who joined us for coffee, snacks, and to chat about a host of issues.

On August 1, 2023, we will be hosting the National Night Out crime and drug prevention event. National Night Out, which is sponsored by the National Association of Town Watch (NATW) and co-sponsored locally by the Hollis Police Department, Hollis Recreation, the Hollis Social Library, and the Hollis Fire Department, will involve over 17,000 communities in all 50 states, U.S. territories, Canadian cities and military bases around the world. This is the third year the Hollis Police Department has held the event, and we invite our community members to join us for food and fun. We hope to see you there!

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 JUNE 30, 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
Facility Maintenance	1	1
TOTAL SWORN PERSONNEL	18	18
TOTAL CIVILIAN PERSONNEL	3	3
TOTAL EMPLOYEES	21	21

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 June 2023, which included a total of 1,944 calls for service. The most notable calls for service are listed below.

<i>Call Reason</i>		<i>Call Reason</i>	
911 Hang up	2	Gun Shots	1
Alarm/Burglar	13	Harassment	4
Animal/Dog Bite	2	House Check	42
Animal/Domestic	26	Juvenile Issue	1
Animal/Wildlife	9	Identity Theft	2
Assault/Past Tense	1	Juvenile Complaint	2
Area Check	1	Lost Property	1
Assist Other Agency	7	Medical Alarm	1
Bad Check	1	Medical/Cardiac Arrest	1
Business Check	324	Medical Emergency	28
Community Policing	57	Medical Lift Assist	5
Check Conditions	23	Missing Person	1
Criminal Mischief/past tense	1	MVC Hit and Run	1
Civil Standby	8	MVC/No Injury	7
Criminal Threatening	1	MVC/Unknown Injury	4
Criminal Trespass	1	MV Complaint	13
Debris in Roadway	11	Neighbor Dispute	1
Directed Patrol	668	MV Stop	338
Disturbance	1	Police Information	32
Disabled MV	10	Parking Complaint	3
Domestic Disturbance	3	Police Service	9
Fire/Alarm	10	Suspicious MV	14
Fire/Brush	1	Suspicious Person	5
Fire/CO detector	1	Serve Paperwork	16
Fire/Wires down or arcing	4	Suspicious Activity	4
Fire/Vehicle	1	School Walk Through	4
Fingerprinting	26	Search Warrant	2
Fire/structure	1	Serve Warrant	1
Fireworks	2	Traffic Control	2
Found Property	6	Theft/Past Tense	5
Fire/smoke check	2	Unsecured Premise	2
Fraud	8	Vin Verification	7
Give Advice	48	Welfare Check	2

DETECTIVE DIVISION:

Detective Kurt Thompson

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

- PSTC interrogation practical exercises.
- Evidence Room audit.
- Rifle checks.
- Assist NPD w/ case.
- Drugs to lab.
- Grand Jury.
- Assist FBI w/ case.
- Submitted Felonious Sexual Assault case.
- Followed up with DCYF/ RP in case.
- Assisted resident with evidence/ court related issues.
- Blackstock theft report.
- Firearms training at Brookline.
- SRT at Townsend.
- CAC Case review.
- Acquired training materials from SNHMC.

SCHOOL RESOURCE OFFICERS:

MPO Richard Bergeron

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

- Maintain SRO Twitter Profile 551 Followers.
- Maintain Instagram (SRO) 279 Followers.
- Maintain FB page for SRO.
- Maintain a Snapchat Account for SRO.
- NHJPOA work.
- Meeting with Special Education Staff.
- JJRC work.

- HUES Field Day Coverage.
- 4 “Stop the Bleed” classes for HBHS students.
- Assisted Milford PD with RAD Training.
- Met with Brookline PD re: Avoid Deny Defend program for schools
- HBHS Awards Ceremony.
- Celebration of Learning @ HUES
- HBHS Graduation
- District Health and Safety Meeting
- Assisted with guidance counselor candidate interviews @ HBMS

Call Reason	Total
Juvenile Complaints	2
Missing Person	1
NCIC Entry	1
Police Information	2
Juvenile Issue	1
Parking Complaint	1
Police Service	1
MV Accident	1
Total Calls for Service	10
Total Cases Carried Over from May	5

Officer Adam Kushmerek

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

- Attended HUES Promotion ceremony.
- Assisted with traffic control during AM/PM school traffic.
- Attended HPS Staff Meeting
- Attended HBHS Graduation and Awards Ceremony
- Assisted with Milford RAD class instruction
- Attended individual Celebration of Learning Events at HPS/HUES
- Attended 6th grade BBQ.
- Taught HPS/HUES staff the Avoid Deny Defend curriculum
- Planned and attended Coffee with a Cop event

- Completed mandatory SAU training for upcoming year.
- Attended health and safety meeting via Zoom.

Call Reason	Total
Give Advice	1
MV Stop	1
Alarm Test	1
Assist Other Agency	1
Search Warrant	1
Community Policing	1
MV Complaint	1
MV Collision	1
Total Calls for Service	8
Total Cases Carried Over from May	0

OPERATIONS BUREAU:

Captain Brendan LaFlamme

- Continued working with newly hired Records Clerk.
- Attended monthly meeting with Prosecution to review upcoming court proceedings.
- Assisted with oral boards for dispatch position.
- Officers made 14 arrests this month:
 - 1 for Criminal Threatening
 - 6 for various license/registration violations
 - 1 for Reckless Conduct.
 - 3 for DUI (1 aggravated)
 - 1 for Theft
 - 1 Warrant.
 - 1 for felony level drug offenses

ADMINISTRATIVE SERVICES BUREAU:

Lt. James Maloney

- Maintained compliance with CALEA reporting and file management.
- Coordinated training meeting with new officer and FTO supervision.

- Attended Senior Management Institute for Policing @ Boston University.
- Coordinated Department tour and interview with police officer candidate.
- Interview candidate for maintenance position.
- Reviewed ongoing job tasks and duties with Sgt. Tate.
- Monitored FTO Program for Ofc. Bitondo.

Sgt. Jon Tate

- Sat on dispatcher interview.
- Oversaw semi-annual evidence audit.
- Performed quarterly Department equipment inventory.
- Background investigation interview.
- Met with principals of HPS, HUES and HBHS regarding SRO performance reviews.
- Attended firearms training.
- Oversaw Filed Training and Evaluation Program (FTEP) for Officer Bitondo.
- Sat on interview for Maintenance Technician hiring process.

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 Mens' Locker Room.

COMMUNITY ENGAGEMENT AND NOTABLE ACTIVITIES

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

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- June 1 - 30, 2023: Sworn members of the Hollis Police Department participated in mandatory firearms training at the Townsend Fish and Game Club.
 - June 1, 2023: Chief Hoebeke attended the New Hampshire Chiefs of Police Association Trade Show in Manchester, New Hampshire.
 - June 1, 2023: Hollis Police Department Staff Meeting.
 - June 5, 2023: Chief Hoebeke attended a meeting of the New Hampshire Law Enforcement Commission.
 - June 7, 2023: Meeting for the update of the Town of Hollis Emergency Operations Plan.
 - June 7, 2023: Chief Hoebeke presented the Sergeant Barry Palmer Memorial Scholarship on behalf of the Hollis Police Benevolent Association.
 - June 12, 2023: Chief Hoebeke attended a meeting of the New Hampshire Law Enforcement Memorial Association.
 - June 13, 2023: Chief Hoebeke attended a meeting of the New Hampshire Association of Chiefs of Police.
 - June 14, 2023: Chief Hoebeke attended a meeting with representatives from the New Hampshire Brazilian community.
 - June 15, 2023: Members of the Hollis Police Department attended the end of year cookout at the Hollis Brookline Middle School.
 - June 15, 2023: Chief Hoebeke attended a retirement ceremony for Colonel Nathan Noyes of the New Hampshire State Police.
 - June 16, 2023: Chief Hoebeke attended graduation ceremonies for the 192nd session of the New Hampshire Police Academy.
 - June 21, 2023: Department Heads attended a meeting on the Congressionally Directed Spending grant funding for the purchase of new land mobile and portable radios.
 - June 21, 2023: Meeting of the Hollis Communications Advisory Board.
 - June 21, 2023: Chief Hoebeke attended a meeting of the Friends of the New Hampshire Drug Courts.
 - June 22, 2023: Meeting of the Hillsborough County Chiefs of Police.

- June 23, 2023: Members of the Hollis Police Department held a Coffee with a Cop event at the Millyard Bank.
- June 26, 2023: Chief Hoebeke attended a meeting of the New Hampshire Law Enforcement Accreditation Commission.
- June 27, 2023: Chief Hoebeke attended a meeting of the New Hampshire Police Standards and Training Council.
- June 29, 2023: The Hollis Police Department held a retirement ceremony for Maintenance Technician Daniel Danahy.
- June 30, 2023: Chief Hoebeke read to children at the Hollis Social Library.
- June 30, 2023: Members of the Hollis Police Department participated in the Summer Reading Program Kick-Off event at the Hollis Social Library.

TRAINING

During the month of June 2023, members of the Hollis Police Department completed 44 courses totaling 252 training hours. Included in these totals are both in-house and outside training programs completed for the month.

We are pleased to announce that Captain James Maloney attended and completed the intensive three-week Senior Management Institute for Policing as facilitated by the Police Executive Research Forum (PERF). We congratulate Captain Maloney on this outstanding achievement.

During the month of June, all sworn officers completed mandatory firearms qualifications on their duty issued patrol rifles. All sworn members also completed Roll Call Training on Elder Abuse and Exploitation. MPO Richard Bergeron and MPO Joshua Hooper attended a week-long Defensive Tactics Instructor Course at the New Hampshire Police Standards and Training Council, and our newly hired Records Clerk, Kelly Dillon, completed an 8-hour Introduction to Records Management course.

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

Course Name	Department Training Program	Outside Training Program
NH PSTC Recruit Academy Volunteer - In Person	No	Yes
Courtroom Preparation, Conduct, and Presentation - Online	No	Yes
Rifle Qualifications - In Person	Yes	No
Introduction to Law Enforcement Records Management - Online	No	Yes
Intoxilyzer 9000 Recertification - In Person	No	Yes
Initial Rifle Training - In Person	Yes	No
SMIP Senior Management Institute for Police - In Person	No	Yes
June 2023 Roll Call Training: Elder Abuse and Exploitation - Online	Yes	No
MDT Recertification - Online	No	Yes
Defensive Tactics Instructor - In Person	No	Yes

2023 Completed Training to Date (as of June 30, 2023):

281 Training Courses

1253.5 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 July 2023.

July 1 - 10, 2023:	We will conduct site visits for vendors interested in offering proposals on our Squad Room modification project.
July 11, 2023:	Chief Hoebeke will participate 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 will participate in the Hollis Social Library Touch-A-Truck event.
July 19, 2023:	Hollis Police Department Staff Meeting.
July 21, 2023:	Chief Hoebeke will attend a virtual meeting coordinating an upcoming Implicit Bias Training that will be hosted by the Hollis Police Department.
July 21, 2023:	Chief Hoebeke will participate in a virtual meeting for the Commission on Accreditation for Law Enforcement Agencies (CALEA) Executive Director Regional Advisory Group.
July 25, 2023:	Chief Hoebeke will attend a meeting of the New Hampshire Police Standards and Training Council.
July 25, 2023:	Chief Hoebeke and Captain Maloney will meet with a member of the Department of Justice COPS Office to discuss our agency's use of their online training portal.
July 26, 2023:	Meeting of the Hollis Communications Advisory Board (CAB).
July 31, 2023:	Chief Hoebeke will attend a meeting of the New Hampshire Law Enforcement Accreditation Commission.

2023 PERFORMANCE MEASURES

Joseph Hoebeker, Chief of Police

	JUN 2022	JUN 2023	YTD 2022	YTD 2023
Arrests				
On-View	13	9	67	72
Summons	9	5	36	26
Protective Custody	2	0	6	3
2023 Arrest Totals			109	101
Burglaries				
Residential & Business (Combined)	1	0	2	0
Traffic Related				
Total Calls for Service	2257	1944	11947	11459
MV Stops	458	338	1966	2186
MV Citations	27	12	101	105
DUI	5	3	26	27
Motor Vehicle Collisions	9	9	67	63
Miscellaneous Activities				
Community Policing Contacts	81	57	314	320
Grant Enforcement Patrols	3	3	10	17
Business Checks	306	324	2210	2612
Alarm Responses	20	13	100	97
House Checks	119	42	851	385
Directed Patrols	924	668	5276	5315
School Walkthroughs	2	4	15	44

- In the month of June 2023, members of the Hollis Police Department conducted 338 motor vehicle stops resulting in the issuance of 12 citations and 356 verbal or written warnings. This data indicates that 3.6% of investigatory traffic stops conducted in the month of June resulted in the issuance of a citation.
- We also conducted 3 grant funded enforcement patrols during the month of June totaling 12-hours of enforcement activity. These enforcement patrols specifically targeted seatbelt enforcement for persons under 18 years of age and speed enforcement. During these proactive motor vehicle enforcement activities, 43 motor vehicles stops were recorded, which resulted in the issuance of 42 citation warnings and 1 citation.
- We continue to work on addressing community concerns on traffic safety related matters, including speeding vehicles and aggressive driving. Throughout the month, we

deployed multiple speed measurement devices, conducted grant enforcement patrols, and continued to engage in proactive motor vehicle enforcement activities, including directed patrols in response to community concerns. We work very hard to address reported and identified issues of motor vehicle safety throughout Town, which includes enforcement on primary and secondary roadways.

- 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.
- During the month of June 2023, we conducted and completed one internal affairs investigation, which resulted in two findings relative to conformance with Hollis Police Department General Orders. One of the findings was UNFOUNDED meaning that the investigation indicated, by a preponderance of the evidence, that the alleged act DID NOT occur. The second finding was SUSTAINED, meaning there was sufficient evidence to prove that the officer's conduct resulted in a violation of department rules, regulations and procedures, or local, state, or federal law. In this case, the sustained finding relates only to a violation of Hollis Police Department General Orders. This infraction was appropriately addressed with remedial training and through the issuance of progressive discipline.
- 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>	
June 2023 - Complaint(s) Received:	0
June 2023 - Investigations Initiated/Completed	1
Current Year Total:	3

- The Hollis Police Department did not record and response to resistance incidents during the month of June 2023. We have recorded a total of four (4) 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.

2023 Response to Resistance Incidents (Total Numbers)

June 2023:	0
Total (Year-to-Date):	4

- 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 online Law Enforcement Enterprise Portal (LEEP). 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 firearm (other than animal euthanizations). As of June 30, 2023, we are current on all reporting requirements.

Year	ORI	Agency Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
2023	NH0062600	Hollis Police Department	1	1	1	1	1	1	0	0	0	0	0	0
2022	NH0062600	Hollis Police Department	1	1	1	1	1	1	1	1	1	1	1	1
2021	NH0062600	Hollis Police Department	1	1	1	1	1	1	1	1	1	1	1	1
2020	NH0062600	Hollis Police Department	1	1	1	1	1	1	1	1	1	1	1	1

- 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.

OPERATING BUDGET

Joseph Hoebeke, Chief of Police

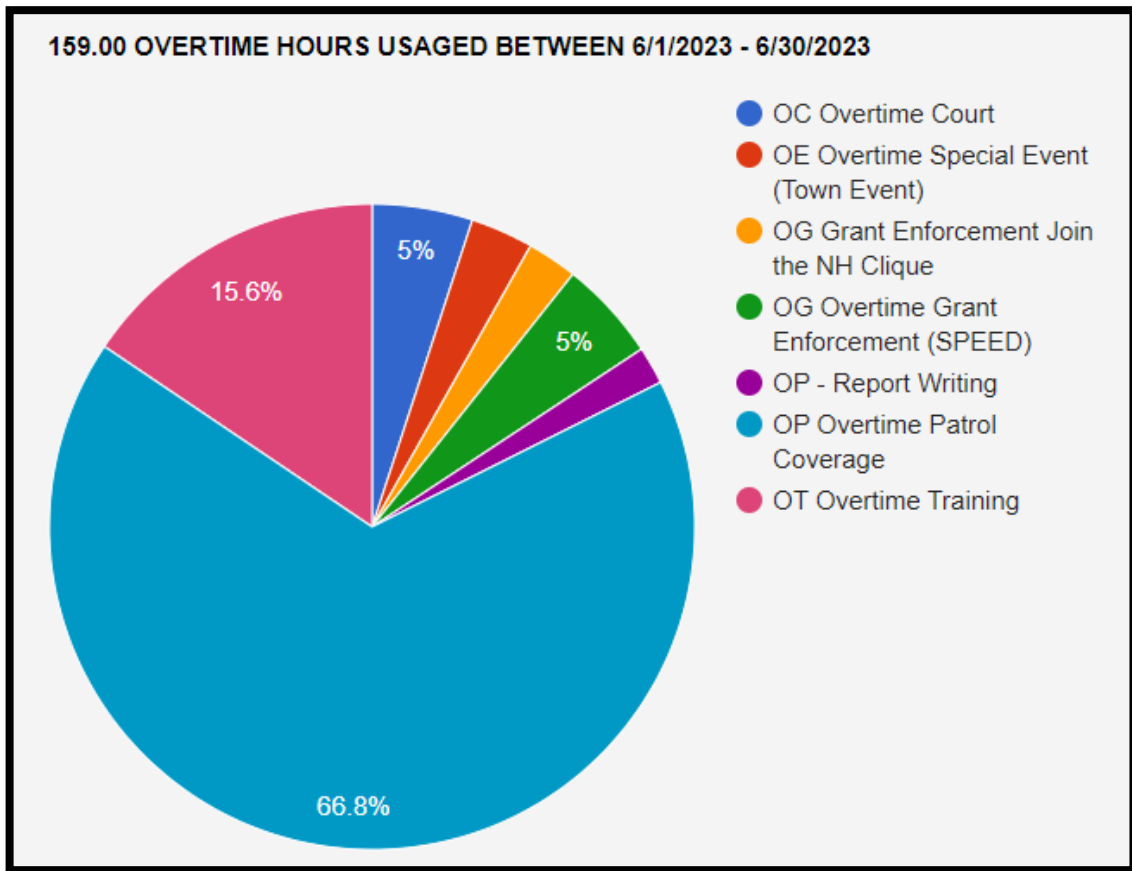
- As of June 30, 2023, the Hollis Police Department Operating Budget is 48.16% expended, thereby constituting a budget surplus of 1.84%.

	Budget	M-T-D Actual	Y-T-D Actual	Remaining Balance	Percent Expended
Police					
01 4210 0 111 PD-Administration Salaries	287,687.00	21,887.46	143,354.15	144,332.85	0.50
01 4210 0 112 PD-Office Staff	117,219.00	9,189.44	56,401.12	60,817.88	0.48
01 4210 0 113 PD-Union Full Time Salaries	1,190,142.00	90,179.24	569,822.96	620,319.04	0.48
01 4210 0 119 PD-Overtime	90,000.00	8,124.87	47,106.26	42,893.74	0.52
01 4210 0 291 PD-Uniforms	20,000.00	976.17	4,722.81	15,277.19	0.24
01 4210 0 320 PD-Legal	67,000.00	16,250.00	48,975.00	18,025.00	0.73
01 4210 0 330 PD-Training	23,450.00	1,958.59	14,044.75	9,405.25	0.60
01 4210 0 331 PD-Accreditation Expenses	11,000.00	194.60	1,902.86	9,097.14	0.17
01 4210 0 341 PD-Telephone	4,100.00	886.62	2,490.64	1,609.36	0.61
01 4210 0 345 PD-Internet Service	660.00	59.50	117.00	543.00	0.18
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	12.93	75.12	3,924.88	0.02
01 4210 0 410 PD-Electricity	8,400.00	509.05	2,898.86	5,501.14	0.35
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	325.00	2,942.56	1,657.44	0.64
01 4210 0 430 PD-Station Maintenance	19,300.00	2,439.33	8,023.73	11,276.27	0.42
01 4210 0 560 PD-Dues & Publications	2,900.00	40.00	2,270.00	630.00	0.78
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	548.34	751.66	0.42
01 4210 0 615 PD-Police Equipment	37,650.00	22.56	32,743.88	4,906.12	0.87
01 4210 0 620 PD-Office Supplies	3,500.00	373.43	747.51	2,752.49	0.21
01 4210 0 625 PD-Postage	900.00	0.00	199.48	700.52	0.22
01 4210 0 635 PD-Vehicle Fuel	38,470.00	2,707.87	12,184.27	26,285.73	0.32
01 4210 0 660 PD-Vehicle Maintenance	19,505.00	4,051.29	6,196.96	13,308.04	0.32
01 4210 0 681 PD-Records Management	32,900.00	4,537.16	22,392.38	10,507.62	0.68
01 4210 0 690 PD-Community Outreach, Employee Recognition, Special Projects	4,500.00	746.41	2,193.61	2,306.39	0.49
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	36.00	36.00	464.00	0.07
Total Police	2,042,853.00	165,598.91	983,902.50	1,058,950.50	0.48

- As listed within the above expenditure report, the overtime line is listed as running at a slight deficit of 2.0%. Please note that these projections do not include any reimbursements due for grant funded New Hampshire Highway Safety enforcement patrols, which are reimbursed on a quarterly basis. The next filing date for reimbursement will be July 1, 2023, which will include grant activities for the months of April, May and June. For the aforementioned months, we accounted for overtime expenditures of \$2,543.36 for grant enforcement activities, which will be reimbursed following the submittal of quarterly reporting documentation.
- Given these outstanding reimbursement amounts, which will be credited back to the Overtime line item, once they are received, this line item is actually 50% expended, which aligns with 6-month budget expenditures (halfway point of fiscal year).

- During the period of June 1, 2023 through June 30, 2023, the Hollis Police Department utilized **159.00 hours** of overtime. Here is the breakdown of overtime allocations for the month of June 2023:

Court	8.0 hours
Special Event/Town Event (Voting & Town Meeting)	5.0 hours
Grant Enforcement Overtime (Impaired Driving, Speed Enforcement, and Texting)	12.0 hours
Report Writing	3.0 hours
Patrol Coverage (Including Coverage for COVID-19 Isolation)	106.25 hours
Training	24.75 hours



- For the same period in 2022 (June 1st through June 30th), the Hollis Police Department utilized **110.5 hours** of overtime.

JUNE 2023 ATTENDANCE HOURS	
Attendance Categories	Hours
PTO	289.0
Bereavement	25.5
Holiday Pay	0.0
Paid Military Leave	59.5
Unpaid Military Leave	0.0
Outside Detail	166.5
Floating Holiday	8.0
Overtime	159.0
Total Regular Attendance Hours	3475.0