

# HOOKSETT POLICE DEPARTMENT

POLICE COMMISSION:  
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JON A. DAIGLE  
ACTING CHIEF OF POLICE

## NOTICE

**A meeting of the Hooksett Police Commission is scheduled to be held on Tuesday September 18, 2012, at 6:30 p.m. at the Hooksett Safety Center, pursuant to RSA 91-A:2, I & II, and shall include non-public sessions pursuant to RSA 91-A:3,II,(a) & (c). The public is invited to attend the public portion of the meeting.**

Posted: 09/15/12

Amended 09/17/12

**Police Commission Meeting  
Agenda  
Tuesday September 18, 2012  
6:30 P.M.**

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1. 6:30 PM – Call to Order
2. Proof of Posting
3. Pledge of Allegiance
4. Announcement of New Police Officer Hires

**Public Session**

**5. Minutes of Last Meetings (list from recording clerk)**

(Non-public meeting minutes on separate sheet)

- a. December 22, 2011 public minutes
- b. April 9, 2012 public minutes
- c. July 30, 2012 public minutes
- d. August 20, 2012 non-public minutes
- e. August 21, 2012 Public and non-public minutes
- f. August 27, 2012 non-public meeting held at 4:30pm
- g. August 27, 2012 non-public meeting held at 7:30pm

**5. Public Input: (5 Minutes each)**

**6. Monthly Reports:**

- a. Police budget report
  1. Overview of expenditures

**7. Old Business:**

- a. Salary Survey and Support Staff Hourly Rate Employees
- b. Job Description for Program Coordinator
- c. S.O.P. Review (Tabled from 08/21/12)
  - A-101 Agency Role & Authority
  - A-103 Direction
  - A-104 Written Directive System

Anyone requesting auxiliary aids or service is asked to contact the Police Department Administration Office 5 business days prior to the meeting.

Note: Others matters within the public bodies jurisdiction maybe considered.

Meeting notice at the Hooksett Safety Center, Hooksett Town Website and the Hooksett Public Library.

Anyone requesting an appointment to the agenda needs to contact Hooksett Police Administration 1 week prior to the scheduled meeting.

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A-106 Administrative Reporting & Reviewing Systems  
A-110 Fiscal Management Budgeting & Accounting  
A-120 Purchasing  
A-201 Introduction to Line & Staff Inspections  
A-202 Line Inspections-Vehicle & Assigned Equipment  
A-204 Line Inspections-Communications Center Equipment  
A-206 Safety Sanitation & Security of Cells-Booking  
A-220 Staff Inspection-Agency Owned Property  
A-226 Visitor Sign-In & Passes

**8. New Business:**

- a. Officer Williams – Old Home Days-Solicitation
- b. P.S.S.G. monthly report
- c. Manifest(s)
  - 1. Expenses and Payroll August 5, 2012 thru September 13, 2012

d. SOP Review

- O-102 Weapons Policy
- O-110 Mutual Aid
- O-120 Pursuit
- O-121 Call Response Protocols
- O-122 Response to Chemical, Biological, Radiological, Nuclear and Explosive Threats
- O-125 Homeland Security Intelligence
- O-130 Arrest Procedure
- O-131 Arrest and Detention of Foreign Nationals
- O-140 Transportation Operations
- O-145 Arraignment Procedures
- O-146 Court Diversion & Referrals
- O-152 Abducted Child Alerts / “Amber Alert Plan”
- O-160 Notification of Personnel
- O-201 Patrol Areas and Assignments

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**9. Items for Next Agenda:**

**10. Public Input: (5 Minutes each)**

**Non-Public Session**

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**Per RSA 91-A:3,II, (a)** The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

**Per RSA 91-A:3,II, (c)** Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

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