



To: Hooksett Police Commission  
15 Legends Drive Hooksett  
New Hampshire 03106  
From: Public Safety Strategies Group LLC  
Re: Consulting Services  
Date: September 14, 2012

The following is a summary of services provided by the Public Safety Strategies Group to the Hooksett Police Department from August 12 – September 8, 2012. This report covers only those efforts related to areas that are not confidential.

- Continued the mentoring process to include;
  - Interaction with the patrol lieutenant, sergeants, and patrol members.
  - Meetings with new recruits and their Field Training Officers.
  - Meetings with detective, administrative and support personnel.
- The committee working on report writing discussed implementing a pilot program prior to the change in the report writing process and several officers will undergo training on the new procedure before taking part in the program.
- The strategic planning committees met and agreed on the wording of the mission, vision, values for the department. The committee will complete edits then distribute a draft to all department members for input and feedback. The committee will continue to meet to work on the planning process to develop the strategic goals and objectives. The full document is on schedule for release in November.
- Discussions on the misdemeanor arrest warrant process is continuing. Over the next several weeks, the department will finalize the process.
- The general SOP committee met four times and achieved the following:
  - Purged four unnecessary SOP's as well as three unnecessary addendums.
  - Completed track changes on 11 current SOPs.
- The IT vendor addressed issues with new server. The issues have delayed the launch of the website.
- The department has assigned emails to all department members. There were some IT issues that were recently resolved and now the emails are up and running.



- Completed a job description that is based on the job task analysis presented to the Commission in April, for the Administrative Coordinator.
- Assisted the department with program development, media releases and outreach.
- Prepared for the presentation at the Council Meeting scheduled for September 12, 2012.