



To: Hooksett Police Commission
15 Legends Drive Hooksett
New Hampshire 03106
From: Public Safety Strategies Group LLC
Re: Consulting Services
Date: October 16, 2012

The following is a summary of services provided by the Public Safety Strategies Group to the Hooksett Police Department from September 9 – October 15, 2012. This report covers only those efforts related to areas that are not confidential.

- Worked with Captain Daigle to review the default budget, adjust salaries based on the union contract, and the staffing plan he created to include four sergeants, the administrative coordinator and administrative staff. PSSG stands by its initial recommendation to the Commission to make the Administrative Coordinator full time.
- Continued the mentoring process to include;
 - Interaction with the patrol lieutenant, sergeants, and patrol members.
 - Meetings with detective, administrative and support personnel.
- The report writing pilot program is moving forward and training should occur in the next few weeks.
- Strategic Planning
 - The strategic planning committee met three times and finalized the mission, vision, values for the department.
 - The committee circulated 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.
 - Committee members are working to define appropriate training that reflects the strategic plan.
 - The full document is on schedule for release in November.
- Based on our recommendations, the misdemeanor arrest warrant process has changed.
- The general SOP committee met eight times and achieved the following:



- Purged one unnecessary SOP's as well as ten unnecessary addendums.
 - Completed track changes on 20 current SOPs.
- Reviewed the draft of the website with Captain Daigle and the vendor made some changes that require review.
- 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.
- Assisted the department with program development, media releases and outreach.
- Presented at the Council Meeting scheduled for September 26, 2012.
- Attended the Police Commission meeting September 18.
- Had several meetings with Commissioner McHugh to discuss ongoing department and PSSG concerns to include morale and the intentions of the Commission with regard to the next steps in the hiring process of a new chief.
- Informed the Commission about concerns regarding record keeping and storage of minutes and tapes.

Next Steps: Transition Plan