



To: Hooksett Police Commission  
15 Legends Drive Hooksett  
New Hampshire 03106  
From: Public Safety Strategies Group LLC  
Re: Consulting Services  
Date: May 12, 2012

The following is a summary of services provided by the Public Safety Strategies Group to the Hooksett Police Department from April 29 – May 12, 2012. This report covers only those efforts related to areas that are not confidential.

- Continued to coordinate the efforts of the working group that is reviewing all SOP's relating to report writing and paperwork flow process. At the next meeting, May 16<sup>th</sup>, the group will update and consolidate the SOP's incorporating changes and suggestions from group members.
- General SOP review process continues. Recent progress includes review of specific SOP's.
  - A meeting with the acting chief, command staff and the management transition team resulted in the review and updating of SOP's.
  - Changes to the SOP's include deleting outdated information, inserting new language and formatting changes.
  - Weekly meetings will continue to expedite the process.
- Assisted with the organization, planning, setup and implementation of the Bike Rodeo.
- Continued the mentoring process to include;
  - Interaction with command staff members
  - Continuing to ride-along and meet with patrol members
  - Mentoring and training of administrative and support personnel
- Researched computer equipment.
- Continued to work on the website storyboard.
- Reviewed grant paperwork for bicycle helmets.
- Participated in two police commission meetings.
- Began to rework the budget based on default funding.
- Assisted in the preparation of fiscal information and police data for the Commission meeting.