



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

The following is a summary of services provided by the Public Safety Strategies Group to the Hooksett Police Department from May 13 – June 15, 2012. This report covers only those efforts related to areas that are not confidential.

- The working group on records met twice during this period and has reviewed all SOP's relating to report writing, paperwork flow process and the dispatch role in the process. The next step is to incorporate all changes, deletions and additions to the SOP's reviewed. Some content, better suited for training will be removed from the SOP's and put into Training Bulletins. The working group will also combine other SOP's that contain similar content. The process will result in the purging of several SOP's and transferring pertinent content into another SOP.
 - During the next month the group will work on reviewing calls for service that currently require a written formal report to determine if any can be handled by adding information in the log in lieu of a formal report.
- Continued the mentoring process to include;
 - Interaction with the patrol lieutenant
 - Ride-alongs and meeting with patrol members
 - Training of administrative and support personnel
- Assisted with the application and online process to obtain the 2012 Federal Bulletproof Vest Grant (BPV) and as a result the department applied for 19 Bulletproof vests.
- Worked with the dispatch supervisor to set up SPOTS (State Police Online Telecommunications System) training for all officers.
- Reviewed archived SOP changes ensuring that an accurate history of changes exists for future reference.
- The general SOP committee met 5 times and achieved the following:
 - Purged 3 current unnecessary SOP's
 - Combined two policies into one (evidence)
 - Completed track changes on 20 current SOP's



- Re-wrote the Pursuit Policy
 - Worked on career development piece of evaluation policy/system
 - Worked on employee development form as part of the evaluation process
 - This form records actions both positive and negative that do not rise to a disciplinary or awards level.
 - Wrote a policy on Distinguishable Performance (Awards).
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- Researched computer and server pricing.
 - Followed-up with website vendors.
 - Met with Dispatch Supervisor to discuss community engagement.
 - Met with RAD instructor to discuss training and outreach.
 - Met with Civilian Program Coordinator to discuss training records.