



To: Hooksett Police Commission
15 Legends Drive Hooksett
New Hampshire 03106
From: Public Safety Strategies Group LLC
Re: Consulting Services
Date: July 13, 2012

The following is a summary of services provided by the Public Safety Strategies Group to the Hooksett Police Department from June 17 – July 9, 2012. This report covers only those efforts related to areas that are not confidential.

- The working group on records met twice during this period to incorporate all changes, deletions and additions to the SOP's reviewed. Some content, better suited for training was removed from the SOP's to be put into Training Bulletins. The working group also combined 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. Each member of the group is responsible for reviewing all incident codes and bringing suggestions back to the entire group as to what reports should only require a log entry rather than a full report. The change will free up officers time and allow for more patrol and enforcement activities.
 - During the next month the group will come to a consensus on the reports and bring recommendations to the acting chief for approval.
- Continued the mentoring process to include;
 - Interaction with the patrol lieutenant, sergeants, and patrol members.
 - Meetings with administrative and support personnel.
- Developed an outline for the strategic plan.
- Reviewed the department arrest warrant process and will meet with involved department members to streamline the process while bringing accountability in line with the chain of command.
- The general SOP committee met 8 times and achieved the following:
 - Purged 2 current unnecessary SOP's as well as 10-12 unnecessary addendums.
 - Completed track changes on 19 current SOPs.



- Finalized the SOP on Career Development including the career development form.
- Prepared 14 completed/updated SOPs for submission to the Commission. Each Commission members will receive an electronic copy of the SOPs for review and acceptance.
- Met with the website vendor and a department member to review and finalize the website layout, and learn the updating. Each department members received a draft of the site along with a request to provide for further input on the content
- Developed a draft policy on the use of social media by department members.
- Develop a draft policy on the use of the department's web and social media sites.
- Worked on the SRO strategy for the upcoming school year.