



To: Hooksett Police Commission
15 Legends Drive Hooksett
New Hampshire 03106
From: Public Safety Strategies Group LLC
Re: Consulting Services
Date: February 23, 2012

The following provides a summary of services provided by the Public Safety Strategies Group to the Hooksett Police Department from January 15 to February 18, 2012. This report covers only those efforts related to areas that are not confidential.

- Revised the detective case management process to improve accountability and management of case assignments
- Transferred responsibility of patrol investigations and follow investigations from the detective sergeant to the patrol lieutenant for better accountability
- Amended policy on detective callback and facilitated training on the changes.
- Made changes to assignments of burglary investigations to provide detective contact with all victims
- Responsibility for Felony Referral Sheets was moved from the prosecutor to the investigating detective
- Process for storage and review of cruiser videos was changed to give responsibility to the patrol lieutenant
- Held meetings with patrol supervisors to begin the mentoring process
- Oral boards for new recruits occurred and five applicants are currently in the background process.
- The report writing process review is continuing in an attempt to streamline the process and reduce the time officers are writing reports
- Department members interested in training opportunities are being enrolled in Child Passenger Safety, RAD and RAD Kids classes
- Held meeting with department members to coordinate the activities for the safety day
- Contacted the US Department of Justice regarding the Bulletproof Vest Grant
- Prepared comparative data for the Commission and trained department personnel in the process of gathering and reporting the data
- Continued to assist with budget development
- Worked on transitioning the responsibilities of the administrative lieutenant to a civilian department member
- Identified high risk – high priority policies and procedures to updated during the next month