



To: Hooksett Police Commission
15 Legends Drive Hooksett
New Hampshire 03106
From: Public Safety Strategies Group LLC
Re: Consulting Services
Date: March 19, 2012

The following is a summary of services provided by the Public Safety Strategies Group to the Hooksett Police Department from February 19 – March 17, 2012. This report covers only those efforts related to areas that are not confidential.

- Conducted numerous one-on-one meetings with supervisors.
- Conducted a group meeting with all supervisors to discuss topics including accountability, staff inspections, evaluations, and problem solving to facilitate leadership development of the supervisors.
- Conducted interviews with officer candidates that are currently certified officers.
- Worked with the department administration on budget expenditures and projections.
- Developed press releases on the RAD program and safety day.
- Conducted a meeting with representatives from patrol and detectives to review the policies slated for revision and those PSSG suggests to eliminate.
- At the request of the Police Commission, began revising policies related to administrative procedures.
- Worked with the SRO on school-based programming.
- Conducted ride-a-longs and meetings with patrol officers.
- Coordinated a review of patrol data.
- Continued to work on the safety day.
- Continued to work on revising job descriptions.
- Continued to work on the strategic plan.
- Continued to work on revamping the evaluation and disciple process.
- Completed interviews for promotions of new sergeants.
- Met with a nearby department to review their use of the CAD/RMS (they use the same vendor as Hooksett), to determine potential operational enhancements.
- Continued working on changing the organizational culture by supporting training, communications, accountability and instilling pride into the agency.
- Coordinated paperwork flow and responsibilities between patrol, detectives and the prosecutor.
- Changed a policy on the collection of shoplifting evidence.
- Reviewed the process of the executive assistant handling the processing of domestic violence orders.
- Sought vendors for designing the website.