

April 15, 2014

The Nashua Police Commission held a meeting on Tuesday, April 15, 2014, in the Nashua Police Department classroom.

Members present:

Commissioner Thomas A. Maffee, Acting Chairman
Commissioner Robert E. Valade
Chief John Seusing
Deputy Chief Andrew Lavoie
Deputy Chief Christopher Peach
Karen Smith, NPD Business Manager
Elaine Marcum, Administrative Project Specialist (acting as recording secretary)
NPD Captain James Lima
NPD Accreditation Manager William Pease

Others Attending the Public Session:

Alderman Lori Wilshire
Alderman Michael Soucy
Public Citizen Matthew Plant

PUBLIC SESSION

Commissioner Maffee called the meeting to order at 6:01p.m.

MINUTES:

- March 18, 2014

MOTION: Commissioner Valade made a motion to accept the minutes of the March 18, 2014, minutes as submitted. Motion seconded by Commissioner Maffee. Motion carried.

PUBLIC COMMENT:

Commissioner Maffee asked the public attendees if they had any comments. Citizen Matthew Plant asked the Commissioners if they would give any consideration to moving the monthly Commission meetings back to Wednesday mornings. Commissioner Maffee responded that they would consider discussing that topic at a future meeting once the new Police Commissioner is appointed.

BUDGET:

Business Manager Karen Smith provided the following budget report:

Grants:

The NPD received the following Highway Safety Grants from the State of New Hampshire:

- \$7,098 Nashua DWI/DUI Patrols
- \$7,351.50 Nashua School Bus Patrols
- \$7,436 Nashua Enforcement Patrols
- \$7,436 Nashua Pedestrian Patrols
- \$7,436 Nashua Red Light Running Patrols

These are routine annual grants.

Department Detail Expenditure Report FY2014:

Thirty nine (39) of fifty two (52) payroll weeks have been processed and should be at 75% of the average appropriation. The current payroll includes a union budget adjustment in the amount of \$45,252, reductions for attrition in the amount of (\$100,000), and retirement pay budget increase in the amount of \$92,550. This reflects that we are operating at 74% in the full-time payroll. Overtime is expended at 92%. Collectively, the payroll account continues to run slightly over the 75% as a result of the full-time payroll account offsetting the overtime overage leaving a slight overage at this time.

FY2014 Weekly Payroll Overtime:

The average weekly overtime during the month of March returned back to the range of \$20,000 as it was in the fall months.

Overtime Coverage Multi-Year Comparison Report:

The multi-year coverage report continues to shows a decrease in overtime in coverage for FY2014 compared to prior years.

Payroll Costs Analysis:

The Commission received a copy of the report showing the payroll cost analysis created by John Griffin and updated by Karen Smith. Karen updated the report with a weekly payroll of \$278,000 and the weekly overtime/per diem of \$22,000 for the remaining thirteen payroll weeks of the fiscal year, which would leave a remaining balance depleted by year end in the payroll. Expected recent notices of retirements and expected new hires for May will cause the numbers to fluctuate slightly but should be close. The unknown variable of

overtime requirements related to unforeseen investigative overtime during the next quarter cannot be projected, but if it is within the norm we will have funding within the operational budget.

FY2014 Overtime by Specific Case/Incident Report:

The Commission received a copy of the report showing the overtime cost for recent major cases and robberies. Of note, the updated overtime for the February 23 automobile accident involving Mr. Robert Derome has been updated to \$7,068. Additional significant amounts that were expended in March were the Officer Morrill case at \$4,335 and the Vice President Biden visit at \$3,239. These cases occurred late in March and paid in April.

FY2014 Revenue Report:

The Commission received a copy of the March 2014 Revenue Report.

Strength Report

The Commission received a copy of the March 2014 Strength Report.

	Commission Authorized	Budgeted	Positions Filled	Vacant Budgeted Positions
Total Sworn Full-Time	179	178	176	2
Total Sworn Part-Time		1	1	0
Total Non-Sworn Members	6	6	5	1
Total Part-Time Civilians	7	6	5	1
Total Full-Time Civilian	68	62	59	3
Total Grant Civilian	1	1	1	0
TOTAL:	261	254	247	7

Quarterly Special Revenue Reports and Grant Reports:

The Commission received a copy of the Quarterly Special Revenue Reports & Grant Reports.

MOTION: Commissioner Valade made a motion to accept the budget reports and place on file. Motion seconded by Commissioner Maffee. Motion carried.

ACTIVITY REPORT:

Verbal report by Deputy Chief Christopher Peach:

Deputy Chief Peach reported that on March 20, 2014, Granite State Credit Union on Elm Street was robbed. The suspect was wearing a hat and a fake beard. The photo was put out at the department and a Nashua Police officer was able to identify the suspect. The clothing and fake beard were located and the suspect was arrested.

Verbal report by Deputy Chief Andrew Lavoie:

Deputy Chief Lavoie reported that on March 20, 2014, troopers from the Vermont State Police arrested W. Michael Keegan, age 62, of 361 Gansevoort Road, Fort Edward, New York, on an outstanding Nashua Police Department warrant for Aggravated Felonious Sexual Assault, Class A Felony. On March 21, Keegan waived extradition and was subsequently transported to the Nashua Police Department. Detectives did a great job investigating this case. One of the Nashua victims, who is now an adult but was 6 years old at the time of the assaults, reported the assaults to the Nashua Police Department. Detectives traveled to New York State where they obtained confessions from Mr. Keegan. There were also three victims who reside in New York.

On April 7, 2014, members of the Nashua Police Department arrested Bryan Rando, age 28, 33 Chagnon Lane, Hudson, NH, for Robbery, Class A Felony, following an armed robbery at the Lake Street Convenience Store. The male subject then fled the scene. A witness outside the store witnessed the suspect enter a vehicle parked nearby and was able to obtain a registration number. A short time later, Hudson Police located the suspect vehicle and stopped it. As a result of the investigation, Mr. Rando was charged with two additional counts of robbery. The other two robberies occurred on February 13 and February 16, 2014, also at the Lake Street Convenience Store. The subject made admissions to four armed robberies.

The Professional Standards Bureau, Recruiting Division, is accepting applications for the next police recruit examination that is scheduled for May 10, 2014. We have received 150 applications to date and we anticipate receiving in excess of a total of 200 applications by the deadline.

MOTION: Commissioner Valade made a motion to accept the activity report. Motion seconded by Commissioner Maffee. Motion carried.

CORRESPONDENCE FROM THE PUBLIC AND OTHER AGENCIES:

The Commissioners received copies of letters of appreciation from citizens and outside agencies. The letters included the Unique Gould Manslaughter case, R.A.D. training, Hazardous Device Unit assistance, assistance with Hudson Police Department oral boards.

MOTION: Commissioner Valade made a motion to place the letters on file. Motion seconded by Commissioner Maffee. Motion carried.

RESIGNATION:

Patrolman Geoffrey Rogan: Resignation effective April 4, 2014.

MOTION: Commissioner Valade made a motion to accept the resignation of Patrolman Geoffrey Rogan effective April 4, 2014. Motion seconded by Commissioner Maffee. Motion carried.

WORKLOAD ASSESSMENT:

Captain James Lima and Accreditation Manager William Pease of the Professional Standards Bureau presented the Workload Assessment Report to the Commissioners.

Captain Lima reported that the Workload Assessment has been completed. The final report includes Total Calls for Service from 2005 through 2013, the NPD Organizations Chart, and the Sworn Officer Deployment Table. Recommendations were also included recommendations as to where manpower could be deployed

Accreditation Manager Pease pointed out that the total calls for service in 2013 (105,855) compared to 2012 (106,678) were very similar; however, the Calls for Service have increase significantly since 2007 (82,511). The increase in the Calls for Service can be attributed to various factors including better call tracking to include sexual offender registrations and compliance checks, School Resource Officer activity, follow-up investigations by officers, and community policing related activities. There has also been an increase in motor vehicle stops. One of the department's goals was to decrease accidents in the City through increased motor vehicle enforcement. That increase in enforcement led to a decrease in accidents. The increase in Calls for Service can also be attributed to an increase in our motor vehicle enforcement efforts

Our IT Division personnel were able to extract and customize the average amount of time a primary officer was at a call during 2012 & 2013. It should be noted that the call time duration figure is only for the primary officer and does not include any additional officer(s) assigned to the case. The average duration time is for all calls whether the call is an animal call or a burglary, etc.

The report also defines "Authorized Strength" vs. "Functional Strength". It should be noted that it takes approximately six months for a new officer to be fully trained and able to fulfill his/her street duties.

Mr. Pease highlighted the International Chiefs of Police (IACP) study that outlined the policing style/philosophy of an officer's time being divided into a three component formula of 1/3 of the time in response to calls for service, 1/3 of the time used for crime prevention, and 1/3 of the time used for administrative duties such as report writing, training, meetings, etc. This formula is valid to this day and is a key component in conducting a workload assessment study.

Captain Lima reported that during the late 1990s, the Nashua Police Department recorded 62,000 calls and had 148 functional officers on duty. Since that time, staffing has increased by 28 officers; however, with the implementation of Specialty Units which was instrumental in the Nashua Police Department mission and other factors, many of these officers cannot be counted in the minimum staffing requirements to be on the street to handle calls. Minimum staffing requirements for the Patrol Division is outlined on page 6 of the report.

Mr. Pease gave an overview of the Patrol Staffing Analysis which is found on page 7 of the report. Based on their calculations, the NPD patrol shifts should be staffed as follows: 1st: 31.8 officers; 2nd: 33.6 officers; 3rd shift: 22.1 officers; Total: 87.5 officers. According to Captain Lima, this portion of the report is calls for service driven. It should also be noted that many calls for service require multiple officer response for safety reasons, arrest situations, etc. It should be noted that attaining the recommended staffing numbers would require the functional strength to equal the commission authorized strength which has not been attainable.

Commissioner Valade asked what percentage of calls for service requires multiple officers. Captain Lima could not be sure of the percentage but estimated that it may be 50% of calls. Of note, we are basing the staffing requirements on only the primary officer at a call. Chief Seusing commented that it is important to understand that the difference between authorized and functional strength has never matched. He also stated that when we are functional at a high level of staffing, our overtime costs drop as a direct result.

Mr. Pease stated that each Bureau Commander summarized their needs in the report. In addition, a review of positions that are filled by sworn officers that could be filled by civilian employees was also reviewed. These positions include the Senior Relations Specialist, the TAC Officer, and the Part-time Legal Officer. The restructuring of these positions and funding of the civilian Detention Specialist position and the reassignment of some sworn positions would assist with attaining the Workload Assessment goals of three additional patrol officers in the patrol division, one additional officer in the POP Unit, and three additional detectives in the Narcotics Division to help combat drug issues in the City. Included in the report is an estimated base salary costs for the reassignments and for the creation of new civilian positions. The cost estimates do not include the costs for benefits or other associated costs. Captain Lima has also prepared a report outlining the costs associated with training an officer in his/her first year of employment.

Based on the report findings, Chief Seusing recommended the following:

1. Increase staffing of sworn officers as follows:

- Increase Patrol staffing by three (3) sworn officers
- Increase Narcotics Intelligence Division staffing by three (3) sworn officers
- Increase the Problem Oriented Policing (POP) Unit by one (1) sworn officer. (This increase will return the Unit to its original staffing levels)

2. Reassignment of sworn positions to Patrol Bureau / Creation of new civilian positions:

The following sworn reassignments will allow for three (3) sworn officers to be reassigned to patrol duties.

- Senior Relations Officer (sworn position reassigned to Patrol). Replace with a part-time civilian Senior Relations Specialist. Approximate cost: \$40,000
- Terminal Agency Coordinator Officer (TAC) (sworn position reassigned to Patrol). The TAC Officer duties would be added to existing civilian positions. Approximate cost: \$20,000.
- Part-Time Legal Officer (sworn position reassigned to Patrol) would become a full-time position and reassigned as a patrol officer. Approximate additional cost for officer: \$15,000.
- The part-time Legal Officer duties would be replaced by a part-time civilian Legal Bureau Specialist. Approximate cost: \$30,000.
- Authorize funding for the currently authorized civilian 3rd shift Detention Specialist position. Currently sworn officers on 3rd shift are required to fill the Detention Specialist position seven days per week. Approximate cost: \$43,000.

Commissioner Valade recommended that the Authorized Strength for sworn officers be increased to six to give the option of committing two additional officers to traffic enforcement. A meeting will be set up with the Board of Aldermen for their review and consideration.

MOTION: Based on the report, Commissioner Valade made the following motion, which was seconded by Commissioner Maffee. Motion carried.

- Increase the Commission Authorized Strength by six (6) sworn police officers.
- Authorize changing the part-time Legal Bureau officer position to a full-time officer position.
- Increase the Commission Authorized Strength for two (2) part-time civilians (Senior Relations Specialist & Legal Bureau Specialist)
- Authorize changing the part-time Detention Specialist position (which is currently not funded) to a full-time Detention Specialist position.

OTHER BUSINESS:

The Nashua Police Department hockey team participated in the 13th Annual N.E.L.E.S. (Northeast Law Enforcement Shootout) hockey tournament in Haverhill, MA. The NPD team won the championship. The championship plaque will be displayed in the department classroom

US Senator Jean Shaheen extended an invitation to Chief Seusing and the NPD first responders who assisted during the Boston Marathon bombing last year on April 15, 2013, to meet with her today to thank them for their assistance during that crisis. Representatives from NPD and other NH agencies attended the meeting.

TENTATIVE DATE OF NEXT MEETING:

The next meeting is tentatively scheduled for Tuesday, May 20, 2014.

ADJOURNMENT

MOTION: Commissioner Valade made a motion to end the public session and adjourn the meeting. Motion seconded by Commissioner Maffee. Motion carried.

Time: 7:47 p.m.

Respectfully submitted,

Commissioner Thomas A. Maffee, Clerk