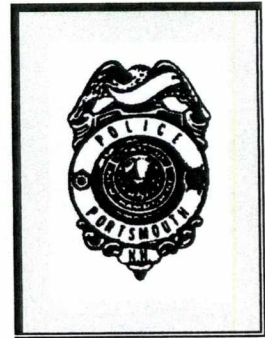


# ***BOARD of POLICE COMMISSIONERS***

*of the*

*City of Portsmouth, N.H.*



***Commissioner Brenna Cavanaugh, Chair...Commissioner Joseph J. Onosko...Commissioner Joe Plaia***

***"Providing Citizen Oversight of Your Police Department"***

**NOTICE:** The Police Commission has a dedicated phone number at the police department.

You can call the Commissioners at 603-610-7471 and leave a message regarding your concerns, along with your name and a telephone number. The Commissioners will be advised of your message and someone will return your call in a timely fashion. You can also email the Commissioners directly through the Police Department webpage, by clicking on "Police Commission", and then clicking on any of the Commissioners' names.

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## **PUBLIC NOTICE OF POLICE COMMISSION MEETING**

**DATE:** December 19<sup>th</sup>, 2017 (Tuesday)

**LOCATION &**

**TIME:**

4:30 p.m., Wm. Mortimer Conference Room, Police Dept.

**Please see important note on the start time:**

**NOTE:** The meeting will start at 4:30 p.m. in the Wm. Mortimer Room. It is anticipated the Commission will go into a non-public session immediately, as provided for under RSA 91-A:3 II (a-e & i) The public session will then resume in Council Chambers whenever the non-public session is finished, which should be at or about 5:30 p.m.

**I. CALL TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

**III. ACCEPTANCE OF THE MINUTES OF THE MEETING HELD ON:**

November 28<sup>th</sup>, 2017. (Anticipated Action: A motion will be made to accept the minutes of the November 28<sup>th</sup>, 2017 meeting.)

**IV. PUBLIC COMMENT**

Individual comment is limited to five minutes.

**V. UNFINISHED BUSINESS: None.**

**VI. NEW BUSINESS:**

**A. POLICE COMMISSION:**

No new business.

**B. CHIEF OF POLICE:**

1. Accreditation Update
2. Monthly Traffic Data
3. Donation:
  - a.) A donation in the amount of \$500 has been received from the Newburyport Five Cent Savings Bank. (Anticipated Action: A motion will be made to accept the donation of \$500 from the Newburyport Five Cent Savings Bank and forward to the City Council for their action.)
4. Financial Report – Karen Senecal
  - a. Grant Applications Update
  - b. Facilities Report

**C. PATROL DIVISION:**

This report is included in the commission packet.

**VII. COURT OFFICE REPORT**

This report is included in the commission packet.

**VIII. MISCELLANEOUS/OTHER BUSINESS: None**

- IX. NEXT REGULAR MEETING:** The next commission meeting is scheduled for Tuesday, January 23<sup>rd</sup>, 2017 at the usual 4:30/5:30 start time. (See note at the beginning of this agenda for a start time explanation.) Please check the meetings calendar on the city's website as the date approaches for cancellations or changes to the time or meeting location.

**NOTICE to members of the public who are hearing impaired:** If you wish to attend a meeting and need assistance, please contact Human Resources Director Dianna Fogarty at 431-2000 ext. 7270 prior to the scheduled meeting. Thank You.

(Posted on December 12<sup>th</sup>, 2017)

*Kathy Louque*

Joe Plaia, Clerk of the Commission

MINUTES  
OF  
PREVIOUS  
MEETING(S)



**PORTSMOUTH POLICE COMMISSION**  
**MINUTES OF THE NOVEMBER 30<sup>TH</sup>, 2017 MONTHLY POLICE**  
**COMMISSION MEETING**

**5:30 p.m. Public Session – Eileen Dondero Foley Council Chambers**

**Brenna Cavanaugh, Chair**  
**Joseph J. Onosko**  
**Joe Plaia**

- I. **CALL TO ORDER:** The November 30<sup>th</sup>, 2017 monthly Police Commission meeting was called to order at 5:35 p.m. in the Eileen Dondero Foley Council Chambers. (An archived video of the meeting is available on the city's website.)

**The following people were present:** Commissioners Cavanaugh, Onosko, and Plaia, Chief Robert Merner, Admin. Manager Karen Senecal, Exec. Assistant Kathleen Levesque, members of the public.

- II. **PLEDGE OF ALLEGIANCE:** Commissioner Onosko led the Pledge of Allegiance.

III. **MOTION TO SUSPEND THE RULES**

The Chair asked for a motion to suspend the rules to allow for the Swearing-In of Auxiliary Officer Jon Allan during this portion of the meeting.

**Action: Commissioner Onosko moved** to suspend the rules to allow for the Swearing-In of Auxiliary Officer Jon Allan at this time.

**Seconded by Commissioner Plaia.**

**On a Voice Vote:** The motion passed to suspend the rules to allow for the Swearing-In of Auxiliary Officer Jon Allan at this time.

Chief Merner administered the Oath of Office to Auxiliary Officer Jon Allen and Officer Allan became the 15<sup>th</sup> active Portsmouth Police Auxiliary Unit Officer.

**IV. ACCEPTANCE OF THE MINUTES**

The Chair asked for a motion to accept the minutes.

**Action: Commissioner Plaia moved** to accept the minutes of the October 19<sup>th</sup>, and October 24<sup>th</sup>, 2017 Police Commission meetings.

**Seconded by Commissioner Onosko.**

**On a Voice Vote:** The motion passed to accept the minutes of the October 19<sup>th</sup> and October 24<sup>th</sup>, 2017 Police Commission meetings.

**V. PUBLIC COMMENT:** : (The following is a brief summary of each person's comments and represents the speaker's personal opinion. The entire meeting can be viewed online by going to the city's website and clicking "Channel 22", and then clicking on "Archived 2012, 2013, 2014, 2015, 2016, and 2017 meetings.")

There was no public comment.

**VI. UNFINISHED BUSINESS:**

**1. Disposal of Outdated Radio Equipment.**

**Action: Commissioner Plaia moved** to accept the proposal from 2-Way Communications for a \$3,000 credit to the Portsmouth Police Department account for a limited number of Motorola Quantar and ASTRO TAC units for spare parts, and the disposal of the remaining outdated equipment.

**Seconded by Commissioner Onosko.**

**On a Voice Vote:** The motion passed to accept the proposal from 2-Way Communications for a \$3,000 credit to the Portsmouth Police account for a limited number of Motorola Quantar and ASTRO TAX units for spare parts, and disposal of the remaining outdated equipment.

**VII. NEW BUSINESS:**

**A. POLICE COMMISSION:**

No new business.

**B. CHIEF OF POLICE:**

1. Accreditation Update – Chief Merner reviewed a timeline of the Department's accreditation progress to date. The department is 91% compliant with CALEA standards. A copy of this timeline is included in the meeting packet attached to these minutes.



2. Monthly Traffic Data Report: In reviewing traffic stats for the month of November, Chief Merner said that YTD we have stopped over 9,000 vehicle stops.

3. Grants:

A grant in the amount of \$5,109.81 for the Bulletproof Vest Partnership 2017 Award has been received from the Bureau of Justice Assistance.

**Action: Commission Onosko moved** to accept the grant in the amount of \$5,109.81 from the Bureau of Justice Assistance for the Bulletproof Vest Partnership and forward to the City Council for their action.

**Seconded by Commission Plaia.**

**On a Voice Vote:** The motion passed to accept the grant in the amount of \$5,109.81 from the Bureau of Justice Assistance for the Bulletproof Vest Partnership and forward to the City Council for their action.

#### **VIII. MISCELLANEOUS BUSINESS:**

Chief Merner respectfully requested the permission of the Commission to purchase two different types of safety equipment, with monies from the donation received by the Department from the Webber Estate.

Chief Merner described the first type of equipment, which would be Public Order equipment. This equipment allows officers to set up a line of separation between opposing opinion groups present at the same event, when there is reason to believe protesters and counter-protesters could clash. The cost of the Public order equipment and training would be \$25,229.75.

The second type of safety equipment is officer badging and hat shields. Chief Merner explained that at the present time, Officers have no single number by which to identify them. Currently they each have a radio number, a hat shield number, and an IMC number (IMC is the police records system). Two of these three numbers change as people are hired or they retire, so these numbers have changed frequently over the last decade. He explained how this sets up a serious officer safety situation, and an accountability gap. For example, when an officer triggers a panic alarm on his or her radio, by Standard Operating Procedures, to cancel the alarm, the officer needs to answer with their correct radio number. Any deviation from this is intended to alert dispatch to the need for emergency assistance.

In addition, the new badging system creates consistent identification throughout all administrative and court platforms. It also provides every officer with clear identification in more than one place on their uniform, so whether it is a traffic stop, or the confusion of an emergency, the public has at least two ways to get an officer's ID number, either on the hat shield, or the uniform.

Standardizing the officer badging system would cost \$14,664.40.

**Action: Commissioner Onosko moved** to bring the request forward for discussion.

**Seconded by Commissioner Plaia.**

**The motion was brought forward for discussion.**

**First Proposal:**

**Commissioner Plaia** said the potential for a Charleston-type event to happen here is just as real as it is anywhere else. Proactive policing is always better than reactive policing. Commissioner Plaia said he is in agreement with Chief Merner.

**Commissioner Onosko** asked if the equipment will be purchased for every officer. Chief Merner said each officer will be trained and have their own set of equipment so that it fits them and will work without adjustments in an emergency.

The Chair called for a vote on the request.

**On a Roll Call Vote:** The motion carried to purchase public order equipment and training for every Portsmouth Police Officer at a cost of \$25,229.75. The vote was as follows:

Commissioner Cavanaugh:	"Aye"
Commissioner Onosko:	"Aye"
Commissioner Plaia:	"Aye"

**Second Proposal:**

Safety of the officers & the safety of the public – Replacing the current officer identification system with a uniform numbered badging system of



visual & administrative identification in accordance with industry standards. Chief Merner explained the justification for this purchase.

The Chair asked for a motion to bring the item forward for discussion.

**Action: Commissioner Onosko moved** to discuss replacing the current system of office identification.

**Seconded by Commissioner Plaia.**

**Commissioner Onosko** said he felt this was an outstanding use of the Webber monies. This project directly impacts officer safety. He sees it as a lasting legacy to Mrs. Webber.

**Commissioner Plaia** felt being able to identify officers readily brings this into the realm of safety equipment, for both the officers and the public.

**Commissioner Cavanaugh** said Chief Merner's example was a good one. The Chair said she supports changing the badges but not the hats. She said she doesn't see how that fits in. She felt the hat shields are an accessory.

**Commissioner Onosko** added he felt that having a second form of identification is indeed a form of public safety.

Chief Merner said the hat shield is often more readily visible in a situation.

The Chair called for a vote:

**On a Roll Call Vote:** The motion passed to replace the current officer identification system with a uniform numbered badging system of visual & administrative identification in accordance with industry standards, at a cost of \$14,664.40. The vote was as follows:

Commissioner Cavanaugh:	"Nay"
Commissioner Onosko:	"Aye"
Commissioner Plaia:	"Aye"

#### **IX. MOTION TO ADJOURN:**

The Chair announced the next Police Commisison meeting is scheduled for December 19<sup>th</sup>, 2017 at 5:30 p.m. in City Council Chambers.

There being no further business before the Commission, the Chair asked for a motion to adjourn.

**Action: Commissioner Onosko moved** the November 30<sup>th</sup>, 2017 Police Commission meeting be adjourned.

**Seconded by Commissioner Plaia.**

**On a Voice Vote:** The motion passed to adjourn the November 30<sup>th</sup>, 2017 Police Commission meeting at 6:15 p.m.

END OF MEETING

# CHIEF'S REPORT



**Financial Reports**  
**FY18 YEAR TO DATE SUMMARY**  
**November 30, 2017**

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<b>Appropriated Budget</b>	<b>YTD Expenses and Encumbrances</b>	<b>Available Balance</b>	<b>% of Budget Used</b>
10,925,161	5,445,414	5,479,747	49.84%

**Minus Annualized Expenditures**

(155,203)	(155,203)	Leave at Termination
(1,643,982)	(1,643,982)	Health Insurance
(193,944)	(193,944)	Workers Compensation

**ACTUALS**

<b>8,932,032</b>	<b>3,452,285</b>	<b>5,479,747</b>	<b>38.65%</b>
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<b>% Through FY</b>	<b>42.31%</b>
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# Administrative Services Division

## Financial Reports

### By Division - FY18 YEAR TO DATE SUMMARY November 30, 2017

DEPARTMENT	% Through FY 42.31%		NOVEMBER		Misc Recon	YEAR TO DATE EXPENSES	AVAILABLE BALANCE	% OF BUDGET USED	Minus Annualized Expenses	YTD Expenditures w/o Annualized Expenses	% of Adjusted Budget Used
	BUDGET	EXPENSES	EXPENSES	EXPENSES							
Administration	1,111,503	92,291	-	(12,917)	-	413,470	698,033	37.20%		\$ 413,470	37.20%
Detectives-Gen/Narcotics	1,502,049	126,797	488	(7,733)	-	603,022	899,027	40.15%		\$ 603,022	40.15%
Detectives-Family Related	-	-	-	-	-	-	-	#DIV/0!		\$ -	#DIV/0!
Patrol	4,110,558	325,571	5,658	(728)	-	1,574,174	2,536,384	38.30%		\$ 1,574,174	38.30%
Personnel & Training	467,769	48,474	16	-	-	199,312	268,457	42.61%		\$ 199,312	42.61%
Communications Center	1,039,961	72,588	1,725	-	-	416,202	623,759	40.02%		\$ 416,202	40.02%
Information Sys.	203,142	10,790	-	-	-	56,192	146,950	27.66%		\$ 56,192	27.66%
Community Relations	3,927	204	-	-	-	7,810	(3,883)	198.88%		\$ 7,810	198.88%
Records	76,284	5,481	-	-	-	28,778	47,506	37.72%		\$ 28,778	37.72%
Crossing Guards	-	-	-	-	-	-	-	0.00%		\$ -	0.00%
Animal Control	22,124	1,962	-	-	-	9,768	12,356	44.15%		\$ 9,768	44.15%
Auxiliary	42,338	4,977	-	-	-	25,862	16,476	61.08%		\$ 25,862	61.08%
Canine	38,308	2,057	-	-	-	12,841	25,467	33.52%		\$ 12,841	33.52%
Emergency Response Team	36,013	1,631	-	-	-	9,304	26,709	25.84%		\$ 9,304	25.84%
Accident Team	-	-	-	-	-	-	-	0.00%		\$ -	0.00%
Field Training Officer	24,472	400	-	-	-	4,238	20,234	17.32%		\$ 4,238	17.32%
Explorer	1,309	-	-	-	-	-	1,309	0.00%		\$ -	0.00%
Fleet Maintenance	140,993	12,894	1,949	(1,216)	-	42,023	98,970	29.81%		\$ 42,023	29.81%
Major Benefits	2,104,411	15,335	-	(325)	-	2,042,417	61,994	97.05%		\$ (1,993,129)	2.34%
Anticipated Exp/Extm'l Fndng						-	-	#DIV/0!		\$ -	#DIV/0!
<b>TOTALS</b>	<b>10,925,161</b>	<b>721,454</b>	<b>9,835</b>	<b>(22,918)</b>		<b>5,445,414</b>	<b>5,479,747</b>	<b>49.84%</b>		<b>\$ (1,993,129)</b>	<b>38.65%</b>

#### Annualized Exp.

Leave at Term (155,203)  
 Health Insurance (1,643,982)  
 Workers Compensation (193,944)  
 (1,993,129)

(155,203)  
 (1,643,982)  
 (193,944)  
 (1,993,129)

Adjusted Budget Totals w/o Annualized Exp.

8,932,032

3,452,285 5,479,747 38.65%





# Administrative Services Division

## Financial Reports

### By Line Item -FY18 YEAR TO DATE SUMMARY

November 30, 2017

Account	Title	NOVEMBER 42.308%				Misc Recon	Year to Date Expenses	Available Balance	% of Budget Used	Minus Annualized Expenses	YTD Expenditures w/o Annualized Expenses	% of Adjusted Budget Used
		% Through FY	EXPENSES	EXPENSES	EXPENSES							
011001	Regular Salaries	\$ 1,250,007	\$ 93,048	\$ -	\$ -	\$ -	\$ 484,638	\$ 765,369	38.77%	0	484,638	38.77%
011041	Salaries Uniform Personnel	\$ 4,100,871	\$ 311,599	\$ -	\$ (8,419)	\$ -	\$ 1,593,850	\$ 2,507,021	38.87%	0	1,593,850	38.87%
011061	Insurance Reimbursement	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ 4,167	\$ 9,833	29.76%	0	4,167	29.76%
011063	Shift Differential	\$ 38,860	\$ 1,460	\$ -	\$ -	\$ -	\$ 6,355	\$ 32,506	16.35%	0	6,355	16.35%
012001	Part Time Salaries	\$ 120,856	\$ 10,024	\$ -	\$ -	\$ -	\$ 61,155	\$ 59,701	50.60%	0	61,155	50.60%
012041	Commissioner Stipend	\$ 3,600	\$ 300	\$ -	\$ -	\$ -	\$ 1,500	\$ 2,100	41.67%	0	1,500	41.67%
014041	Overtime	\$ 457,834	\$ 51,550	\$ -	\$ (10,809)	\$ -	\$ 230,715	\$ 227,119	50.39%	0	230,715	50.39%
014042	O/T Education	\$ 63,731	\$ 16,008	\$ -	\$ -	\$ -	\$ 47,353	\$ 16,378	74.30%	0	47,353	74.30%
014055	Reimbursable O/T	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
014067	O/T Background Investigation	\$ 10,508	\$ 793	\$ -	\$ -	\$ -	\$ 5,199	\$ 5,309	49.48%	0	5,199	49.48%
015001	Longevity	\$ 37,920	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,920	0.00%	0	0	0.00%
016001	Leave At Termination	\$ 155,203	\$ -	\$ -	\$ -	\$ -	\$ 155,203	\$ -	100.00%	(155,203)	0	0.00%
017001	Holiday Premium Pay	\$ 176,873	\$ 45,606	\$ -	\$ (769)	\$ -	\$ 89,508	\$ 87,365	50.61%	0	89,508	50.61%
018030	Eval. Stipend	\$ 35,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,400	0.00%	0	0	0.00%
018032	Training Stipend	\$ 1,148	\$ 365	\$ -	\$ -	\$ -	\$ 1,827	\$ (679)	159.15%	0	1,827	159.15%
018034	Education Stipend	\$ 59,619	\$ 118	\$ -	\$ -	\$ -	\$ 622	\$ 58,997	1.04%	0	622	1.04%
018041	Court Witness Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0	0	#DIV/0!
018042	Special Detail	\$ 55,289	\$ 1,445	\$ -	\$ -	\$ -	\$ 7,226	\$ 48,063	13.07%	0	7,226	13.07%
019002	Anticipated Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
021001	Insurance-Health	\$ 1,643,982	\$ -	\$ -	\$ -	\$ -	\$ 1,643,982	\$ -	100.00%	(1,643,982)	0	0.00%
021101	Insurance-Dental	\$ 90,520	\$ 14,506	\$ -	\$ (305)	\$ -	\$ 42,654	\$ 47,866	47.12%	0	42,654	47.12%





# Administrative Services Division

## Financial Reports

### By Line Item -FY18 YEAR TO DATE SUMMARY

November 30, 2017

Account	Title	NOVEMBER 42.308%					Misc Recon	Year to Date Expenses	Available Balance	% of Budget Used	Minus Annualized Expenses	YTD Expenditures w/o Annualized Expenses	% of Adjusted Budget Used
		% Through FY	EXPENSES	EXPENSES	EXPENSES	EXPENSES							
021501	Insurance-Life	\$ 4,643	\$ 585	\$ -	\$ -	\$ (18)	\$ -	\$ 1,674	\$ 2,969	36.05%	0	1,674	36.05%
021601	Insurance-Disability	\$ 1,952	\$ 217	\$ -	\$ -	\$ -	\$ -	\$ 548	\$ 1,404	28.06%	0	548	28.06%
021602	Insurance-A&D	\$ 167	\$ 27	\$ -	\$ -	\$ (2)	\$ -	\$ 50	\$ 117	30.18%	0	50	30.18%
021701	Insurance-LTD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
022001	Social Security	\$ 94,990	\$ 6,823	\$ -	\$ -	\$ -	\$ -	\$ 36,290	\$ 58,700	38.20%	0	36,290	38.20%
022501	Medicare	\$ 93,749	\$ 7,488	\$ -	\$ -	\$ (216)	\$ -	\$ 35,766	\$ 57,983	38.15%	0	35,766	38.15%
023001	Retirement	\$ 157,328	\$ 11,850	\$ -	\$ -	\$ -	\$ -	\$ 61,543	\$ 95,785	39.12%	0	61,543	39.12%
023002	Retirement-Officers	\$ 1,457,540	\$ 123,162	\$ -	\$ -	\$ (4,498)	\$ -	\$ 574,504	\$ 883,036	39.42%	0	574,504	39.42%
025001	Unemployment Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
026002	Insurance-Workers Comp	\$ 193,944	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 193,944	\$ -	100.00%	(193,944)	0	0.00%
033001	Prof Services-Temp	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
034101	Pagers	\$ 512	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 512	0.00%	0	0	0.00%
034103	Telephone	\$ 26,575	\$ 642	\$ -	\$ -	\$ -	\$ -	\$ 3,569	\$ 23,006	13.43%	0	3,569	13.43%
034104	Cellular Phones	\$ 23,397	\$ 1,988	\$ -	\$ -	\$ -	\$ -	\$ 8,728	\$ 14,669	37.30%	0	8,728	37.30%
034203	Computer/Software Maint.	\$ 122,379	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,750	\$ 105,630	13.69%	0	16,750	13.69%
035003	Blood Alcohol Tests	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
039001	Professional Services	\$ 28,419	\$ 408	\$ 1,725	\$ -	\$ -	\$ -	\$ 10,607	\$ 17,812	37.32%	0	10,607	37.32%
039009	Prof/Serv-Hiring	\$ 8,233	\$ 1,737	\$ -	\$ -	\$ -	\$ -	\$ 4,799	\$ 3,434	58.29%	0	4,799	58.29%
039070	Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
043010	Repairs-Vehicle by Outside	\$ 59,672	\$ 2,714	\$ -	\$ -	\$ (1,216)	\$ -	\$ 13,773	\$ 45,899	23.08%	0	13,773	23.08%
043012	Repairs-Communication	\$ 1,810	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,160	\$ 650	64.11%	0	1,160	64.11%



# Administrative Services Division

## Financial Reports

By Line Item -FY18 YEAR TO DATE SUMMARY  
November 30, 2017

		% Through FY		NOVEMBER 42.308%	Encumbered		Misc Recon								
		Budget	EXPENSES	EXPENSES	EXPENSES	External Funding Recon & Journal Entries (Nov)	Year to Date Expenses	Available Balance	% of Budget Used	Minus Annualized Expenses	YTD Expenditures w/o Annualized Expenses	% of Adjusted Budget Used			
Account	Title														
043018	Repairs-Equipment	\$ 8,279	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,803	\$ 6,476	21.78%	0	1,803	21.78%		
043024	Repairs-Vehicle	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!		
044002	Rental Other Equipment	\$ 10,542	\$ 635	\$ -	\$ -	\$ -	\$ -	\$ 3,065	\$ 7,477	29.08%	0	3,065	29.08%		
048002	Property Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!		
053001	Advertising	\$ 2,867	\$ 151	\$ -	\$ -	\$ -	\$ -	\$ 748	\$ 2,119	26.08%	0	748	26.08%		
054050	Training-Education	\$ 52,920	\$ 5,546	\$ -	\$ -	\$ -	\$ -	\$ 19,373	\$ 33,547	36.61%	0	19,373	36.61%		
055050	Printing	\$ 5,654	\$ 160	\$ -	\$ -	\$ -	\$ -	\$ 1,602	\$ 4,052	28.34%	0	1,602	28.34%		
056001	Dues Professional Organization	\$ 19,966	\$ 653	\$ -	\$ -	\$ -	\$ -	\$ 1,954	\$ 18,013	9.78%	0	1,954	9.78%		
057101	Travel and Conference	\$ 20,549	\$ 5,794	\$ -	\$ -	\$ -	\$ -	\$ 8,623	\$ 11,926	41.96%	0	8,623	41.96%		
057103	Court Mileage	\$ -	\$ (53)	\$ -	\$ -	\$ -	\$ -	\$ (244)	\$ 244	#DIV/0!	0	(244)	#DIV/0!		
061002	Miscellaneous Supplies	\$ 18,859	\$ 2,421	\$ -	\$ -	\$ -	\$ -	\$ 9,775	\$ 9,084	51.83%	0	9,775	51.83%		
061003	Meeting Supplies	\$ 1,309	\$ 188	\$ -	\$ -	\$ -	\$ -	\$ 633	\$ 676	48.33%	0	633	48.33%		
062001	Office Supplies	\$ 8,768	\$ 209	\$ -	\$ -	\$ -	\$ -	\$ 1,378	\$ 7,390	15.72%	0	1,378	15.72%		
062004	Photo Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!		
062005	Printing Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!		
062006	Motorola Portable Batteries	\$ 3,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,800	0.00%	0	0	0.00%		
062007	Computer/Printer Supplies	\$ 13,366	\$ 1,013	\$ -	\$ -	\$ -	\$ -	\$ 3,426	\$ 9,940	25.64%	0	3,426	25.64%		
062010	Copying Supplies	\$ 2,343	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 66	\$ 2,277	2.82%	0	66	2.82%		
062501	Postage	\$ 6,160	\$ 700	\$ -	\$ -	\$ -	\$ -	\$ 1,466	\$ 4,694	23.80%	0	1,466	23.80%		
063001	Tires and Batteries	\$ 9,006	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 242	\$ 8,764	2.69%	0	242	2.69%		
063501	Gasoline	\$ 54,208	\$ 9,827	\$ -	\$ -	\$ -	\$ -	\$ 22,492	\$ 31,716	41.49%	0	22,492	41.49%		





# Administrative Services Division

## Financial Reports

### By Line Item - FY18 YEAR TO DATE SUMMARY

November 30, 2017

Account	Title	% Through FY		NOVEMBER	Encumbered	Misc Recon		Year to Date Expenses	Available Balance	% of Budget Used	Minus Annualized Expenses	YTD Expenditures w/o Annualized Expenses	% of Adjusted Budget Used	
				42.308%		External Funding Recon & Journal Entries (Nov)								
066001	Vehicle Repairs	\$	4,216	\$	501	\$	-	\$	1,158	\$	3,058	0	1,158	27.47%
066002	Vehicle Outfit	\$	13,891	\$	340	\$	1,949	\$	4,914	\$	8,977	0	4,914	35.38%
067001	Books and Periodicals	\$	9,648	\$	133	\$	-	\$	1,460	\$	8,188	0	1,460	15.13%
068001	Clothing Allowance	\$	60,538	\$	-	\$	-	\$	54,609	\$	5,929	0	54,609	90.21%
068002	Clothing	\$	13,804	\$	1,508	\$	1,049	\$	4,667	\$	9,137	0	4,667	33.81%
069004	Chief's Expense	\$	2,343	\$	100	\$	-	\$	250	\$	2,093	0	250	10.67%
072006	Construction	\$	-	\$	-	\$	-	\$	270	\$	(270)	0	270	#DIV/0!
074001	Equipment	\$	62,747	\$	-	\$	4,609	\$	9,487	\$	53,260	0	9,487	15.12%
074003	Software	\$	1,196	\$	-	\$	-	\$	-	\$	1,196	0	0	0.00%
075001	Furniture and Fixtures	\$	6,651	\$	500	\$	504	\$	2,537	\$	4,114	0	2,537	38.14%
076002	Vehicles Police	\$	-	\$	-	\$	-	\$	-	\$	-	0	0	#DIV/0!
078001	Miscellaneous Costs (External)	\$	-	\$	-	\$	-	\$	-	\$	-	0	0	#DIV/0!
081031	FEMA Reimbursement	\$	-	\$	-	\$	-	\$	-	\$	-	0	0	#DIV/0!
091005	Transfer from Parking	\$	(80,000)	\$	(6,667)	\$	-	\$	(33,333)	\$	(46,667)	0	(33,333)	41.67%
091006	Transfer from School	\$	-	\$	(6,667)	\$	-	\$	(16,667)	\$	16,667	0	(16,667)	#DIV/0!
TOTAL		\$	10,925,161	\$	721,454	\$	9,835	\$	5,445,414	\$	5,479,747	(1,993,129)	3,452,285	38.65%

Annualized Exp.

Leave at Term	\$	(155,203)	\$	(155,203)
Health Insurance	\$	(1,643,982)	\$	(1,643,982)
Workers Compensation	\$	(193,944)	\$	(193,944)
	\$	(1,993,129)	\$	(1,993,129)





# Administrative Services Division

## Financial Reports

### By Line Item -FY18 YEAR TO DATE SUMMARY

November 30, 2017

Account	Title	NOVEMBER				Misc Recon	Year to Date Expenses	Available Balance	% of Budget Used	Minus Annualized Expenses	YTD Expenditures w/o Annualized Expenses	% of Adjusted Budget Used
		% Through FY	42.308%	EXPENSES	EXPENSES							
		Budget				External Funding Recon & Journal Entries (Nov)						
				EXPENSES								

Adjusted Budget Totals w/o Annualized Exp. \$ 8,932,032 \$ 3,452,285 \$ 5,479,747 38.65%

# PATROL DIVISION REPORT

## Crime Comparison Report For the period ending 10/31/2017

## Group A Crimes Against Persons

Crime IBR Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Kidnaping/ Abduction	2017				1	2		1	1	1				6
	2016		1				1		1					3
	Pct		n/a		n/a	n/a	n/a	n/a	0%	n/a				+100%
Forcible Rape	2017		1			1		4		2	1			9
	2016	2	1		2			2	2	1				10
	Pct	n/a	0%		n/a	n/a		+100%	n/a	+100%	n/a			-10%
Forcible Sodomy	2017						1				1			2
	2016			3										3
	Pct			n/a			n/a				n/a			-33%
Forcible Fondling	2017		1			1	1	1						4
	2016	1			1			1	1	1				5
	Pct	n/a	n/a		n/a	n/a	n/a	0%	n/a	n/a				-20%
Aggravated Assault	2017	1	1		2	1	1		4	6	4			20
	2016	1	1	1	1	1	3	3	1	1	1			14
	Pct	0%	0%	n/a	+100%	0%	-67%	n/a	+300%	+500%	+300%			+43%
Simple Assault	2017	13	12	14	8	29	20	18	18	13	13			158
	2016	10	14	15	8	10	15	16	10	13	22			133
	Pct	+30%	-14%	-7%	0%	+190%	+33%	+13%	+80%	0%	-41%			+19%
Intimidation	2017	10	14	12	4	14	6	14	13	9	7			103
	2016	13	11	5	8	10	12	15	7	10	14			105
	Pct	-23%	+27%	+140%	-50%	+40%	-50%	-7%	+86%	-10%	-50%			-2%
Incest	2017				1									1
	2016								1					1
	Pct				n/a				n/a					0%
Statutory Rape	2017					1								1
	2016			1	2				1					4
	Pct			n/a	n/a	n/a			n/a					-75%
Total Crimes Against Persons	2017	24	29	26	16	49	29	38	36	31	26			304
	2016	27	28	25	22	21	31	37	24	26	37			278
	Pct	-11%	+4%	+4%	-27%	+133%	-6%	+3%	+50%	+19%	-30%			+9%

## Filters/Options Applied

Date Used	Report Date used
Time Period	



## Crime Comparison Report For the period ending 10/31/2017

## Group A Crimes Against Property

Crime IBR Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Robbery	2017	2					2				1			5
	2016			1					2	2				5
	Pct	n/a		n/a			n/a		n/a	n/a	n/a			0%
Arson	2017			1	1						1			3
	2016	2			2					2				6
	Pct	n/a		n/a	-50%					n/a	n/a			-50%
Burglary/ Breaking and Entering	2017	1		3	1	2	2	4	2		2			17
	2016	5	3	2	2			1	4	2	6			25
	Pct	-80%	n/a	+50%	-50%	n/a	n/a	+300%	-50%	n/a	-67%			-32%
Larceny (pick-pocket)	2017													
	2016		1											1
	Pct		n/a											n/a
Larceny (purse snatching)	2017													
	2016								1					1
	Pct								n/a					n/a
Larceny (shoplifting)	2017	5	1	3	2	4	4	1	1	4	6			31
	2016	7		5	4	3	3	6	6	1	2			37
	Pct	-29%	n/a	-40%	-50%	+33%	+33%	-83%	-83%	+300%	+200%			-16%
Larceny (from building)	2017	8	3	6	1	3	7	6	1	4	2			41
	2016	4	4	7	8	8	7	6	6	4	8			62
	Pct	+100%	-25%	-14%	-88%	-63%	0%	0%	-83%	0%	-75%			-34%
Larceny (from coin operated machines)	2017													
	2016								1					1
	Pct								n/a					n/a
Larceny (from motor vehicles)	2017	1	5	1	5	6	4	7	4	2	6			41
	2016	9	4	3	3	6	5	9	12	9	7			67
	Pct	-89%	+25%	-67%	+67%	0%	-20%	-22%	-67%	-78%	-14%			-39%
Larceny (of motor vehicle parts)	2017	1						1		1				3
	2016				2		3				1			6
	Pct	n/a			n/a		n/a	n/a		n/a	n/a			-50%
Larceny (all other)	2017	5	3	6	4	3	18	10	13	12	14			88
	2016	5	7	3	4	7	6	14	17	16	11			90
	Pct	0%	-57%	+100%	0%	-57%	+200%	-29%	-24%	-25%	+27%			-2%
Motor Vehicle Theft	2017		1	2	3	2		3	2	1	1			15
	2016	2		1	1	1	1	6	1	2	1			16
	Pct	n/a	n/a	+100%	+200%	+100%	n/a	-50%	+100%	-50%	0%			-6%

## Filters/Options Applied

Date Used

Report Date used

Time Period

## Crime Comparison Report For the period ending 10/31/2017

## Group A Crimes Against Property

Crime IBR Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Counterfeit/ Forgery	2017	2	2	1	1	2	4	3		4	3			22
	2016	2	3	3	1		2		3	3	1			18
	Pct	0%	-33%	-67%	0%	n/a	+100%	n/a	n/a	+33%	+200%			+22%
Fraud (false pretense;swindle)	2017	3	6	2	8	4	3	4	3	6	3			42
	2016	2	7	3	3	5	3	1	5	8	6			43
	Pct	+50%	-14%	-33%	+167%	-20%	0%	+300%	-40%	-25%	-50%			-2%
Fraud (credit/debit card;ATM)	2017	3	1	4	5	3	1	2	1	1	6			27
	2016	5	3	2	2	1	6	1	5	5	3			33
	Pct	-40%	-67%	+100%	+150%	+200%	-83%	+100%	-80%	-80%	+100%			-18%
Fraud (impersonation)	2017	2	1	3	7	2	3	3	3	4	4			32
	2016	3	4	4	4	2	5	1	1	6	4			34
	Pct	-33%	-75%	-25%	+75%	0%	-40%	+200%	+200%	-33%	0%			-6%
Fraud (wire)	2017				1	1		1		1				4
	2016	1								1				2
	Pct	n/a			n/a	n/a		n/a		0%				+100%
Embezzlement	2017				1			2			1			4
	2016			4		1			1		2			8
	Pct			n/a	n/a	n/a		n/a	n/a		-50%			-50%
Stolen Property	2017			1	2	4		2	3	1	1			14
	2016	1	2	2	2	2	1	1	5	1	3			20
	Pct	n/a	n/a	-50%	0%	+100%	n/a	+100%	-40%	0%	-67%			-30%
Destruction of Property/Vandalism	2017	13	16	16	21	19	17	24	16	15	14			171
	2016	18	16	13	16	21	18	19	28	24	31			204
	Pct	-28%	0%	+23%	+31%	-10%	-6%	+26%	-43%	-38%	-55%			-16%
Total Crimes Against Property	2017	46	39	49	63	55	65	73	49	56	65			560
	2016	66	54	53	54	57	60	65	98	86	86			679
	Pct	-30%	-28%	-8%	+17%	-4%	+8%	+12%	-50%	-35%	-24%			-18%

## Filters/Options Applied

Date Used	Report Date used
Time Period	



## Crime Comparison Report For the period ending 10/31/2017

## Group A Crimes Against Society

Crime IBR Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Drug/ Narcotic Violations	2017	20	21	16	16	18	17	10	25	14	17			174
	2016	11	4	12	4	16	11	6	7	13	9			93
	Pct	+82%	+425%	+33%	+300%	+13%	+55%	+67%	+257%	+8%	+89%			+87%
Pornography/Obscene Material	2017	1	1			2	1	1	1	1				8
	2016			2	1	1			1		1			6
	Pct	n/a	n/a	n/a	n/a	+100%	n/a	n/a	0%	n/a	n/a			+33%
Prostitution	2017		1											1
	2016			2					1					3
	Pct		n/a	n/a					n/a					-67%
Assisting/Promoting Prostitution	2017													
	2016			1	1									2
	Pct			n/a	n/a									n/a
Weapon Law Violations	2017				1			1						2
	2016			1				1	1	1				4
	Pct			n/a	n/a			0%	n/a	n/a				-50%
Total Crimes Against Society	2017	21	23	16	17	20	18	12	26	15	17			185
	2016	11	4	18	6	17	11	7	10	14	10			108
	Pct	+91%	+475%	-11%	+183%	+18%	+64%	+71%	+160%	+7%	+70%			+71%

## Filters/Options Applied

Date Used

Report Date used

Time Period



## Crime Comparison Report For the period ending 10/31/2017

## Group B Crimes

Crime IBR Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Bad Checks	2017	1	4	1	2	2	1	1	1	1	1			15
	2016	3	1	1		3		1						9
	Pct	-67%	+300%	0%	n/a	-33%	n/a	0%	n/a	n/a	n/a			+67%
Curfew/Loitering/Vagrancy	2017						1							1
	2016				1						1			2
	Pct				n/a		n/a				n/a			-50%
Disorderly Conduct	2017	3	3	1	5	3	8	10	4	4	2			43
	2016	5	4	3	2	2	4	8	6	3	6			43
	Pct	-40%	-25%	-67%	+150%	+50%	+100%	+25%	-33%	+33%	-67%			0%
Driving under Influence	2017	6	5	7	4	3	3	10	9	9	3			59
	2016	2	2	4	4	9	6	5	5	7	6			50
	Pct	+200%	+150%	+75%	0%	-67%	-50%	+100%	+80%	+29%	-50%			+18%
Drunkenness	2017	12	10	14	18	19	20	10	14	15	20			152
	2016	12	7	12	12	19	12	16	15	14	16			135
	Pct	0%	+43%	+17%	+50%	0%	+67%	-38%	-7%	+7%	+25%			+13%
Family Non Violent Offenses	2017			1	2	2	2	1	1	1				10
	2016		2	2	1	2	3			2				12
	Pct		n/a	-50%	+100%	0%	-33%	n/a	n/a	-50%				-17%
Juvenile Law Violations	2017	2	3			2	1	4	2	2	4			20
	2016	1	2	1	5	1	3	5	5	2	2			27
	Pct	+100%	+50%	n/a	n/a	+100%	-67%	-20%	-60%	0%	+100%			-26%
Runaways (under 18yr old)	2017	2				1	2	1	3		1			10
	2016	4			1	3	3	1		5	2			19
	Pct	-50%			n/a	-67%	-33%	0%	n/a	n/a	-50%			-47%
Trespass of Real Property	2017	2	3	3	10	3	10	9	5	4	4			53
	2016	1	2	3	2	2	3	4	4	2	7			30
	Pct	+100%	+50%	0%	+400%	+50%	+233%	+125%	+25%	+100%	-43%			+77%
All Other Offenses	2017	29	17	16	38	30	21	44	28	27	22			272
	2016	23	16	25	12	17	22	28	24	20	27			214
	Pct	+26%	+6%	-36%	+217%	+76%	-5%	+57%	+17%	+35%	-19%			+27%
Total Group B Crimes	2017	57	45	43	79	65	69	90	67	63	57			635
	2016	51	36	51	40	58	56	68	59	55	67			541
	Pct	+12%	+25%	-16%	+98%	+12%	+23%	+32%	+14%	+15%	-15%			+17%

## Filters/Options Applied

Date Used	Report Date used
Time Period	