The Regular Monthly Meeting was held at Police Headquarters on December 4, 2019, at 09:00 hours, attended by:

Commissioners: Scott Spradling (Chairman), Steven Spain, Charlie Sherman, Manny Content

Absent: Mirjeta Ibišević

Police Department Staff: Chief Carlo Capano, Capt. Mark Sanclemente, Capt. Sean Leighton, Capt. Allen Aldenberg, Capt. Brian O'Keefe, Captain Steven Mangone, and Kim Demers (Secretary);

1. **COMMISSION CHAIRMAN OPENING COMMENTS**
   - Comm. Chairman Scott Spradling opened the meeting at 0900 hours, welcoming all those present.

2. **NOTICES POSTED / APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING**
   - The Commission was advised by Secretary Kim Demers that the notices had been posted at City Hall, the City Library, as well as on the MPD’s website homepage, event calendar, and via social media.
   - Commissioners approved the minutes for the meeting held November 6, 2019.

3. **PUBLIC COMMENT**
   Comm. Chair Spradling explained that each Manchester resident wishing to speak shall state his/her name and address, each will have only one opportunity to speak, and will be limited to three minutes in which to address comments on a particular subject to the Chairman of the Commission.

   - **Jeff Hastings**, owner of Frame of Mind photography, and also maintains a public-forum blog, commented that he was appreciative of the public information notice on November 25, 2019 advising of SWAT activity at various locations in Manchester, however he expressed his wish that there was a follow-up information about what the activity entailed, even just to say it was related to drug activity investigation, which would quell any rumors being spread by his blog followers.

   *There was no one else present wishing to speak; on motion of Comm. Sherman, seconded by Comm. Spain, it was voted to take all comments under advisement and further to receive and file any written documentation presented.*

4. **DIVISIONAL REPORTS**

   **Community Policing Division - Capt. O'Keefe:**
   - CP officers continue to monitor the downtown area and proactively patrol the area while conducting business checks. The officers have received compliments on their efforts.
   - The Mounted Unit’s newest horse, Blue, is slowly being worked into the rotation of patrol duties and attending events and is doing very well.
   - With regard to MPAL, the wrestling season began two weeks ago and have 60 youth participants, including a group of younger kids (grades K-4), which is great for long-term success. First aid / AED training is being coordinated for the wrestling coaches. MPAL’s annual holiday dinner was postponed due to the snowstorm on December 2 and has been rescheduled for Thursday, December 12, from 5 to 7 p.m.
   - Officer Anna Martin was selected by Intown Manchester to serve as the Grand Marshal for the Manchester Christmas Parade to be held December 7.
   - Officer Macken has concluded the weekly futsal visits and handed out donated soccer cleats during the last session. The program was well received. Officers assigned to the Gang Prevention Unit have formed relationships with many of the kids and often stopped by the futsal field to kick the ball around with the kids.
   - Crime Prevention Officer Linstad has taught/presented over 40 classes on a variety of subjects to include workplace violence, active shooter response, and personal safety.
   - Officer Duquette completed the fall session of the Citizens Police Academy and presented 22 certificates to participants. There were many positive comments from participants about the program and Officer Duquette’s ability to connect with the class participants.
   - The annual Seniors Holiday Lights tour is scheduled for the evening of Wednesday, December 11. The buses will be full to capacity.
**Special Enforcement Division - Capt. Sanclemente:**
- The BEARCAT vehicle and SWAT team members were deployed on November 20 to assist with a barricaded subject wanted on domestic violence charges. The incident was successfully resolved with the subject surrendering.
- The SWAT team held a scenario-based training day to fulfill an accreditation requirement. The Snipers conducted low-light training.
- Throughout November, several members of SED attended various trainings; one of note was debrief of the concert shooting that occurred in Las Vegas in October of 2017.
- The Street Crime Unit continues to focus efforts on problem locations. The Special investigations Unit continues to focus efforts on disrupting drug sales in the city and also actively works multiple on-going investigations with state and local partners to stop illegal drugs from being brought into our city and state.

**Investigative Division - Capt. Leighton:**
- Due to the resignation of Juvenile/CHASE Unit Detective Brian Attardo, Juvenile Detective Brian Fleming was selected to fill the position within the CHASE Unit. SRO/Detective Jack Dunleavy will fill Brian Fleming’s investigative position. These changes have created the need to fill the Hillside SRO position. Also, Chief Capano has authorized one additional investigator position for the Juvenile Unit. These positions will be filled by the January 7 shift change.
- Former/retired police officer Rich Ell has been rehired as a part-time reserve officer. In that capacity he will take over SRO duties at the Manchester School of Technology as of January 2. The current SRO/Reserve Officer Charles Anderson is stepping down the SRO duties due to having taken a full-time job in Mass.
- Grant funding for the Manchester Family Justice Center will be running out in the very near future. The grant used to fund the program was not renewed and administrators are working to locate alternative funding source.
- Lt. Larochelle is currently in Alexandria, VA, for an Office of Victims of Crime grantee meeting with regard to the ACERT program.
- The Evidence Unit is in the process of cleaning areas within the building to make space for additional evidence. The plan is to move evidence currently stored off site back to MPD.

**Questions/Comments/Discussion:**
- Comm. Spain requested clarification on the functions of the Manchester Family Justice Center (MFJC) and inquired of the amount needed to fund the program. Capt. Leighton stated he did not know the amount of funding needed and explained that the Manchester Family Justice Center provides a venue for “one stop shopping” for services needed by victims of domestic violence. Services are arranged for the victim at one location rather than the victim having to go to several different agencies to request services. Approval for grant funding is very competitive. The MFJC received notification that the program had not been selected for refunding, but there was no explanation of why the funding was not renewed.
- Comm. Spradling suggested that PIO Heather Hamel could do a PSA reference the MFJC funding issue to attract sponsors.
- Comm. Sherman inquired as to how long the PD needed to store evidence. Capt. Leighton explained that evidence storage is based on the in statute of limitations of each case. However, some stored property, such as prisoner’s property that the jail did not take, guns taken for safe keeping or no longer wanted by the owner, requires an attempt to locate the property owner, and failing that, a court order allowing the items to be purged. It is a lengthy process that needs to be worked through.

**Legal Division - Capt. Mangone:**
- The Legal/Records personnel have attended training in regard to the upcoming implementation of more sophisticated Records Management System software.
- On November 15, the Ordinance Violations Bureau office temporarily relocated to 1000 Elm Street while city hall undergoes renovation.
- The Sexual Offender Compliance Unit had a busy November: during the course of the month SOCU conducted 14 investigations resulting in 5 non-compliance warrants completed and 3 individuals arrested. The SOCU officers worked with several different agencies investigating potential violations. The US Marshals Service notified SOCU that a Manchester offender who fled to Tennessee had been apprehended and will be facing federal indictment. The SOCU has also been working with the Hillsborough County Attorney’s Office with regard to bail violations and filing additional charges against indicted offenders.
**Patrol Division - Capt. Aldenberg:**

- K9 handler Officer Foster and his canine partner Hank will complete Patrol training on December 16 and then will begin Explosive Ordinance Detection training starting January 27, which concludes in April.
- Patrol still has 10 officers either on light duty or out injured and 2 officers on active military duty.
- On January 7, nine officers will begin their field training program. Four of the nine officers were hired in July and will graduate from the NH police academy on December 20. The other five officers were already certified when they were hired on November 25. The 10 other officers hired on November 25 will begin training at the state academy on January 6.
- The Traffic Unit is coordinating a variety of events during December to include the Santa Shuffle and Christmas Parade on December 7 and the Ugly Sweater 5K on December 14. They also worked the three-day snow emergency from December 1 through December 4.

5. **COMMENTS FROM ASSISTANT CHIEF GRANT**

- On behalf of Administrative Division Capt. Mucci, who was unable to be present, Assist. Chief Grant reported that the MPD fleet would be taking possession of three new Ford Explorers and two new Fusions to be assigned to investigations.
- The 15 new recruits hired November 25 are in in-house training, 10 of which will be going to the state police academy January 6.
- Four recruits hired July 22 will graduate from the NH police academy December 20.
- All MPD officers are currently being trained in the use of the body worn cameras and Captain Mucci has been assisting with installing necessary equipment associated with the body worn cameras into all MPD vehicles in preparation of 100% implementation by the end of the month.
- Assist. Chief Grant advised that a presentation/demonstration of the body worn cameras was provided to the Board of Mayor and Aldermen at the meeting on December 3. It presentation was well received.
- All dispatchers will receive training reference the body worn cameras, as well as offer training to county attorneys, the city solicitors, and members of the Attorney General's office with regard to usage, laws and requesting video footage for cases.
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**Questions/Comments/Discussion:**

- Comm. Content commented that the cameras will be prove to be a great asset for MPD. Assist. Chief Grant agreed with the comment.
- Comm. Sherman inquired as to the life expectancy of the cameras. Assist. Chief Grant stated that the camera is basically a cell phone and therefore has a similar life expectancy. He further advised that whenever the company BodyWorn implements updates to the cameras, the department will receive the updates as part of the cost of the system.

6. **COMMENTS FROM CHIEF CAPANO**

- Four officers graduate from the NH police academy on December 20. Those four and five pre-certified officers hired November 25 will begin their field training program on January 7. The five pre-certified officers will have eight weeks in FTO program and the four newly certified officers will have twelve weeks in the program.
- As previously stated, the body worn camera program is scheduled to be 100% live by the end of the month.
- The new Records Management System (RMS) is scheduled go live in June of 2020.
- As with every holiday season, Patrol is very busy. Recent snowstorms added extra stress to the mix.

**Questions/Comments/Discussion:**

- Comm. Sherman inquired as to what percentage of the 10 officers going to the NH academy in January would drop out of the program. Chief Capano stated that thought one recruit recently did drop out of the academy, it is a very rare occurrence. On occasion, during the FTO program when a recruit begins to experience actual police work, a recruit may decide that he/she is not cut out to be a police officer. Or a recruit's field training officer, who reports daily on the recruit's progress, may advise concerns that the recruit is just not "getting it." From date of hire, a recruit is a probationary employee for one year. During that year the recruit is not a member of the Patrolman’s union and can the department can sever ties with the recruit for any reason.
Comm. Spradling commented on how impressed he was with the female recruit hired on November 25 who, at the age of 15, immigrated to the United States from a Nepal Bhutanese refugee camp. Comm. Spradling inquired whether she may be the first Napali/Bhutanese to be hired as a police officer in the U.S. Chief Capano agreed her background is impressive and advised since moving to the U.S. her goal has been to become a police officer. Chief Capano could not confirm whether or not she is the first of her nationality to ever be hired as a U.S. police officer.

7. RETIREMENTS / RESIGNATIONS
   - Scott Ardita, Juvenile Detective, resigned effective 12/03/19, after 10 years with MPD.
   - Mary Chavrette, Records Specialist, resigned effective 12/02/19 after 3 months with MPD.

8. COMMISSION ADMINISTRATIVE BUSINESS
   Comm. Spradling reminded fellow commissioners that nominations for Chairman and Clerk, as well as selections to serve on committees, for the 2020 calendar year would have to be voted on at the January meeting.

9. DATE OF THE NEXT MEETING / MEETING ADJOURNED
   The date of the next commission meeting was set for Wednesday, January 8, 2019, at 09:00 hours.
   There being no further business to discuss, the Public Session of the meeting adjourned at 09:45 hours.

10. NONPUBLIC SESSION
    There was no Non-Public Session.

Respectfully submitted by:
Kim Demers, Secretary  PC120419