

## **Alstead Emergency Management Study Group First Report Regarding the Police Department**

---

**April 2015**

### **Background:**

The Town of Alstead Board of Selectmen formed the Alstead Emergency Management Study Group (EMSG) to help determine what the Town of Alstead wants and needs for Emergency Services, and is willing to support financially.

### **Mission and Goals:**

The goals of the EMSG are numerous. Basically, the EMSG is a volunteer advisory committee whose role is to gather, identify, and assess information about the public safety needs of the Town, how the Town currently meets these needs, and how we can continue to meet the needs of the Town in the future. The committee has been tasked with reviewing the Police Department, the Emergency Management function, the Fire Department, and the Ambulance Squad. Major concerns of the Board of Selectmen are continuing to attract volunteer staffing where needed and to provide the necessary equipment in a cost – effective and efficient manner.

### **Committee Membership and Meetings:**

The EMSG is currently composed of seven (7) Alstead citizens consisting of Bobbie Wilson, Anne Cartwright, Matt Saxton, Ed Reller, Priscilla Sawa, Bonnie Laffond-Chase, and Carol Reller. Current Police Chief Marcello D'Alessandro also attended a few meetings and provided input. The group began meeting on March 5, 2015 and met an additional four times to generate the recommendations of this report. The EMSG will continue meeting as we progress to the next area of concern, Emergency Management. The meetings have been open to the public.

### **Information Gathered by the EMSG:**

In order to form the recommendations below, the EMSG reviewed a number of facts and documents. These include:

- Town of Alstead Police Statistics for the years 2011 – 2014. A majority of these were available through the website <http://www.alsteadpolice.com/crime-stats.html> while the rest were provided by Chief D'Alessandro. These can be found in Attachment 1.
- Demographics and police service for the surrounding towns of Marlow, Langdon, Surry, Walpole and Acworth, gathered from their town web pages and from a phone call to the Walpole Police Department. These can be found in Attachment 2.

## Alstead Emergency Management Study Group First Report Regarding the Police Department

---

April 2015

- The cost to staff the Police Department was provided by Matt Saxton and Linda Christie via the 2015 Town Budget. This information was gleaned from the 2015 Town Budget and is detailed in meeting minutes.
- Various job descriptions for Police Chiefs from different websites and from the Town of Avon, CT as provided by Ed Reller.
- The New Hampshire Police Standards & Training Council Administrative Rules as found at <http://www.pstc.nh.gov/AdminRules.pdf>.
- A list of contacts for the various New England states Police Chiefs Associations and for the New England Chiefs of Police Association as provided by Ed Reller. These can be found in attachment 3.

### **Recommendations:**

To reiterate, the initial focus of the EMSG was the Alstead Police Department. The EMSG agreed that this was a priority based on the resignation of current Police Chief D'Alessandro.

The following recommendations are made to the Alstead Board of Selectmen by the EMSG. Please note that the EMSG considers these short-term recommendations and that we are willing to help develop a long-term plan for the police department, potentially including regionalization, once the new chief is hired.

- We recommend that the Town of Alstead maintain a Police Department staffed with a Police Chief, a Patrol Officer, and a Part Time Clerk, and that the Police Department continues to follow its current community – oriented policing policies and methods.
- We recommend that the police chief be full-time. The EMSG has discussed the possibility of outsourcing the job to another town or security agency, but prefer to have a full-time police chief in Alstead. In this regard, the EMSG spent much time discussing and developing a job description for the Police Chief, as there was no formal, approved document of this nature available. Included in this report (see attachment 4) is the job description that the EMSG developed and would encourage the Board of Selectmen to both adopt and to utilize in their job search.

## **Alstead Emergency Management Study Group First Report Regarding the Police Department**

---

**April 2015**

- We would like to explain that while we did review a fair amount of statistics prior to reaching the conclusions that led to the above recommendations, the data we most needed to quantitatively determine appropriate staffing levels was not available. Having information available regarding actual time spent on the various types of police calls would have been beneficial. In that regard, we would urge the next Police Chief to investigate and implement a cost effective method, possibly as simple as a smart phone app, to track each officer's time on calls. We also recommend that the candidates for police chief be asked how they have or would collect data of this nature.
- We recommend advertising the open position through various New England states Chiefs of Police Associations and the New England Chiefs of Police Association. A list of contacts is included (attachment 3).
- We recommend that pre – employment checks be performed on the final candidate for Police Chief as recommended by the New Hampshire Police Standards & Training Council, including background investigation, criminal records and motor vehicle violations checks, good credit history, fingerprint check, psychological evaluation, medical exam, and physical fitness test. A number of committee members also recommend a drug test. The specific requirements of the New Hampshire Police Standards & Training Council can be found at <http://www.pstc.nh.gov/AdminRules.pdf>. Please note that United States citizenship is also a requirement of the New Hampshire Police Standards & Training Council.
- We recommend that the Select Board include a representative from the State Police, Matt Saxton, and Ed Reller on the search committee.
- We also recommend citizen participation in appropriate search committee activities, such as interviewing final candidates.
- It has been brought to the attention of the EMSG that there has been discussion before the Board of Selectmen regarding body cameras for the town police officers. This committee would like to go on record that we are opposed to this and feel that there is insufficient need at this time to justify the expense and labor involved to not only purchase the equipment, purchase equipment to back up all video, and to also develop policies dictating proper use as well as comply with the Freedom of Information Act. This would also be a burden at current staffing levels to our one full time officer. A new police chief may wish to pursue use of dash cameras for the cruisers.

**Attachment 1**

Town of Alstead

Police Statistics

2011 – 2014

<b>Alstead Police Department Statistics 2011 - 2014</b>				
	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
<b>Calls for Service</b>	586	660	590	484
<b>Incident Offense</b>	68	73	60	49
<b>Criminal Arrests</b>	28	24	29	36
<b>Motor Vehicle Citations and Violations</b>	227	463	212	305

## **Attachment 2**

### Demographics

#### Alstead and Surrounding Towns

Statistical Information for Alstead and Surrounding Towns							
Town	Population(1)	Square Miles(2)	Public Road Mileage(3)	Median Income (\$) (2)	Town Valuation (2)	# of Police officers FT	# of Police officers PT
Acworth	898	38.9	49.682	47,969	95,107,940	0	0
<b>Alstead</b>	1941	38.8	47.97	53,108	180,066,483	1	1
Langdon	693	16.3	22.765	67,292	61,153,302	1 SRO	3 Chief is PT
Marlow	746	26	23.654	56,250	65,804,370	0	1 (Chief)
Surry	741	15.6	11.053	71,339	76,172,543	0	0
Walpole	3744	35.2	61.481	58,112	416,664,939	4	7 Chief is FT
Notes:							
1 NH OEP estimates for 2013							
2 census data; land only (did not include water)							
3 Total includes paved and unpaved. Data supplied via spreadsheet from Joel McCarty							

## **Attachment 3**

### Contact Information

New England Police Chiefs Associations



**Police Chiefs Organization in New England**  
**New Hampshire Association of Chiefs of Police**

Executive Director Pat Sullivan  
603-716-6808 or  
One Municipal Drive  
Derry, NH 03038

**Connecticut Police Chiefs Association**

365 Silas Deane Highway  
Wethersfield, CT 06109  
860-757-3909

**Massachusetts Chiefs of Police Association**

26 Providence Road  
Grafton, MA 01519  
508-839-5723

**Vermont Chiefs of Police Association**

C/O Ms. Nicole Dernier Secretary  
Winhall Police Department  
PO Box 139  
Bondville, VT 05340  
802-688-3895

**Maine Chiefs of Police Association**

PO Box 2431  
South Portland, ME 04116-2431  
207-799-9318

**Rhode Island Police Chiefs Association**

Colonel Richard Silva  
1162 Main Street  
West Warwick, RI 02893

**New England Chiefs of Police Association**

Chief John Daly Coyle (Ret)  
179 Smith Street  
North Attleboro, MA 02760  
508-695-5787

## **Attachment 4**

Job Description  
Police Chief  
Alstead, NH  
As developed by the EMSG  
April 2015

# **Alstead Police Chief Job Description**

**Position Definition:** Plans, administers, and directs the activities of the Police Department in accordance with the Town Ordinances and New Hampshire statutes. Administers the department and participates in the functional areas of patrol, community policing, criminal investigation and traffic.

**Supervision received:** Reports to the Board of Selectmen. Receives policy direction, administrative supervision and evaluation from the Board of Selectmen. Performs work with considerable independence. Establishes priorities within general work assignment, and consults with the Board of Selectmen on matters of policy. Prepares regular narrative and statistical reports for the Board of Selectmen upon request.

**Supervision exercised:** Provides administrative direction and assigns and schedules work to all employees, uniformed and civilian, in all duties and services of the department. Is responsible for the recruitment, training, discipline and evaluation of all police personnel.

## **Examples of Essential Job Duties:**

Plans, organizes, directs and participates in police activities in the functional areas of administration, planning and research, patrol, investigation, traffic, and communications. Prepares near term and long range planning and strategy for police services. Develops operating objectives, work methods and procedures in all areas of department services.

Conducts staff meetings to develop strategies to cope with criminal activity, traffic flow problems, and other police related activities. Analyzes criminal and traffic incidence information. Coordinates and leads investigations of crimes as needed. Manages and is responsible for all evidence. Oversees internal affairs investigations.

Administers traffic control devices and regulations, including placement of traffic signals, traffic signs and so forth. Works closely with the State Department of Transportation in traffic control on state highways.

Coordinates police activities with local, state, and federal law enforcement agencies. Oversees the reporting of statistical information to the Board of Selectmen, the state and federal law enforcement agencies. Oversees establishment and maintenance of police records system.

Prepares the annual departmental budget. Analyzes department costs and operational needs, and develops operating and capital improvement budget recommendations for the Board of Selectmen. Administers approved budget and revises operations to effect economies. Prepares specifications for the purchase of equipment and contractual services. Is available at public meetings to explain budget and policies and to take questions.

Oversees recruitment, training and development programs for department employees. Administers personnel regulations for the department. Takes personnel actions, including recognition of exemplary service and discipline, as necessary. All major actions of recognition or discipline of department employees shall be recommended to the Board of Selectmen by the Chief of Police.

Coordinates security services and activities with private, industrial and business firms, when required. Organizes and manages special police services to private contractors, businesses, and members of the public.

Represents the department in regional, state, and police professional organizations to promote and enhance services to the community.

Prepares written materials for, and speaks to, school groups, civic organizations, and private citizens on matters of law enforcement and public safety.

**Minimum qualifications required:** The skills and knowledge required would generally be acquired with a Bachelor's degree in Criminal Justice, Police Science, or Public Administration, and five years of experience at the command level; or an equivalent combination of education and practical experience, including command level experience and/or FBI National Academy graduate.

The hiring authority may waive some or all the above criteria.

**Knowledge, skills, and abilities:** A thorough knowledge of municipal police practices and procedures and a working knowledge of the New Hampshire criminal justice system are essential. A working knowledge of labor relations practices and procedures is required. The ability to apply principles of police science to define problems, collect data, establish facts and draw valid conclusions and the administrative and executive ability to organize and follow through on municipal programs and projects is required. Ability to supervise and manage personnel under stressful conditions is desirable. Ability to present ideas and policies to individuals, groups and the media, and explain police goals and objectives to lay persons in a clear manner is required. Ability is required to apply state, and federal laws, town ordinances, departmental policies, procedures, rules and regulations to determine necessary action. Must have the ability to give concise written and oral instructions and work effectively with staff, superiors and the general public and the Board of Selectmen.

**Physical, mental exertion/environmental conditions:** Administrative work is subject to continuous interruptions. There is unusual stress in performing a leadership police role in a changing social environment. Must be able to work under stress from demanding deadlines and changing priorities and conditions. Ability to work in poor weather conditions, including heat, cold, rain or snow. There is exposure to life-threatening situations in police investigations for which precautionary measures must be taken. Physical effort involves frequent standing, walking and driving as well as occasional strenuous positions when apprehending law violators.

**License or Certificate:** New Hampshire Motor Vehicle Operator's License. Current certification as a State of New Hampshire Police Officer, per New Hampshire Police Standards & Training Council or willingness to certify within a reasonable period of time. National and NH EMT-B certification or willingness to certify within a reasonable period of time.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. Residence in Alstead is preferred.