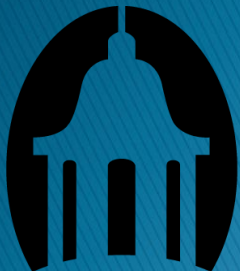
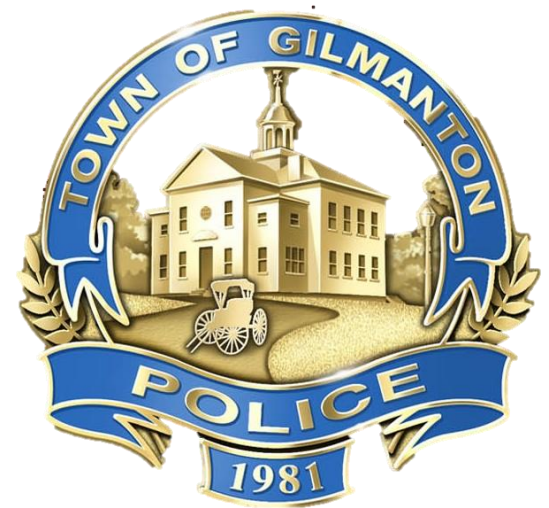


GILMANTON POLICE

ORGANIZATIONAL RISK ASSESSMENT



Municipal Resources, Inc.

- ▶ Review covered the following topics:
 - Facilities
 - Fleet & Equipment
 - Technology & Record Keeping
 - Communications
 - Written Policies & Procedures
 - Citizen Complaints/Internal Affairs
 - Prisoner Handling

- Staffing/Calls for Service
- Investigations/Evidence
Prosecution
- Training
- Community Policing
- Funding & Fiscal Management

MAJOR FINDINGS & RECOMMENDATIONS:

- Facilities are adequate and well maintained.
- The fleet is more than adequate for current staffing and appropriate for Gilmanton's present and near future needs.

- Policies regarding take-home vehicles should be updated, consolidated and clearly written.

- The “low profile” emergency light package presently in use does not provide as much police visibility to the community or warning in emergencies as roof mounted emergency lights.

- Surplus equipment, especially firearms, like the 5 surplus Remington shotguns, should be disposed of in a manner established by Town policy.
- The Department's "body armor" policy should be more clearly defined in writing and the USDOJ BVP program should be utilized.

- The Chief is ultimately responsible for the release of information and care should be taken to be sure those employees handling requests receive appropriate training.
- The records management policy should include guidance on retention, release, security, redaction and purging.

➤ The Police *Association* Facebook page is active and is providing information which appears to be Town/Department related. The Association page should not be used in lieu of an official GPD page.

- The police dispatch services provided by Belknap County at no charge are very good.
- Cross agency software/RMS hosting and live in-car data connectivity with dispatch would be a significant advantage, if affordable.

- Most GPD policies have not been updated since being written by Chief Collins in 2007.
- A review of all written policies, starting with the high frequency/high liability policies should begin immediately. Updates should reflect best practices.

- There seems to be a lack of adherence to a number of the important policies reviewed.
- Staff should be trained in, and sign for, each policy that is issued.

- Comprehensive background investigations are critical to the selection & hiring process.
- Police Standards & Training Council background mandates must be strictly adhered to.

- The Board of Selectmen is the hiring authority and should have information it deems sufficient to make a hiring decision.

- The Department is understaffed and struggles to maintain around the clock coverage (on-duty and on-call).

- The failure of the Police Chief to provide sufficient background information to the BOS has caused a serious impediment to the staffing of the Department.

- The Department should implement a comprehensive policy regarding the evidence function.
- Evidence and other property in the custody of the Department should be purged pursuant to law and best practice.

- The training function of the Department should be updated and tailored to the specific needs of the community. This should include a more comprehensive FTO process.

- This review revealed several occasions of split purchases by credit card which circumvented town purchasing guidelines.

- The BOS should implement and require adherence to a strict purchasing policy. This should include a re-examination of the issuance of credit cards to department heads and require BOS or TA authorization for purchases over a certain dollar amount.

- Care should be taken to establish and maintain a bright line between “Association” funds and Town funds. This should include donations being made to the Police Department from outside sources and the purchase of equipment by the Association for use by the PD.

- Hours of work should be established in advance based on the coverage needs of the community.
- Shifts should not be altered to accommodate outside details.
- A maximum number of hours worked in 24 hours should be clearly defined.

CONCLUSION

Although MRI fully understands the authority of a police chief under RSA 105:2-a to direct and control the employees of the department, that authority is subject to the formal policies adopted by the BOS.

It is the Board's legal responsibility to manage the “prudential affairs” of the community.

It is imperative for the Police Chief and Board to work cooperatively to ensure the needs of the community are being met.