



TOWN COUNCIL – AGENDA REQUEST FORM

THIS FORM WILL BECOME PART OF THE BACKGROUND INFORMATION USED BY THE COUNCIL AND PUBLIC

Please submit Agenda Request Form, including back up information, 8 days prior to the requested meeting date. **Public Hearing requests must be submitted 20 days prior to requested meeting date to meet publication deadlines** (exceptions may be authorized by the Town Manager, Chairman/Vice Chair).

MEETING INFORMATION

Date Submitted: August 8, 2018
Submitted by: Town Manager Eileen Cabanel
Department:

Date of Meeting: August 16, 2018

Speakers: Police Chief Denise Roy

Time Required: 20 minutes

Background Info. Supplied: Yes: No:

CATEGORY OF BUSINESS (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Appointment:	<input type="checkbox"/>	Recognition/Resignation/Retirement:	<input type="checkbox"/>
Public Hearing:	<input type="checkbox"/>	Old Business:	<input type="checkbox"/>
New Business:	<input checked="" type="checkbox"/>	Consent Agenda:	<input type="checkbox"/>
Nonpublic:	<input type="checkbox"/>	Other:	<input type="checkbox"/>

TITLE OF ITEM

Consideration of Changes to Chapter A198, Administrative Code, of the Merrimack Town Code [First Reading]

DESCRIPTION OF ITEM

The Town Council to consider the acceptance of recommended changes to Chapter A198, Administrative Code, of the Merrimack Town Code, pursuant to Charter Article V.

REFERENCE (IF KNOWN)

RSA:		Warrant Article:	
Charter Article:	V	Town Meeting:	
Other:		N/A	

EQUIPMENT REQUIRED (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Projector:	<input type="checkbox"/>	Grant Requirements:	<input type="checkbox"/>
Easel:	<input type="checkbox"/>	Joint Meeting:	<input type="checkbox"/>
Special Seating:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Laptop:	<input type="checkbox"/>	None:	<input type="checkbox"/>

CONTACT INFORMATION

Name:	Eileen Cabanel	Address	6 Baboosic Lake Road
Phone Number	424-2331	Email Address	ecabanel@merrimacknh.gov

APPROVAL

Town Manager: Yes No: Chair/Vice Chair: Yes No:



MERRIMACK POLICE DEPARTMENT

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Denise I. Roy
Chief of Police

Michael J. Dudash
Support Services Captain

Brian K. Levesque
Operations Captain

MEMO

DATE: AUGUST 6, 2018
TO: EILEEN CABANEL, TOWN MANAGER
FROM: DENISE I. ROY, POLICE CHIEF
RE: CHANGES TO ADMINISTRATIVE CODE A198-2

Effective July 01, 2018, the Merrimack Police Department was authorized to reinstate the position of Deputy Police Chief. It is my intention to fill this position as soon as possible, however in 2010, when the position was removed from the chain of command; it was also removed from the Town Code Chapter A198 Administrative Code. Before the vacancy is filled, I would like to complete the formal process of adding the position to the Town Code, along with making small changes to the department structure/divisions.

Currently, there are two divisions, the Operations Division which is comprised of Patrol, and the Support Services Division which is comprised of Criminal Investigations, Communications, Legal, and Community Services. Each of these two divisions is supervised and managed by a captain.

In addition to adding the Deputy Police Chief who would assume the responsibility for the operation of the administration of the entire department in my absence, I would like to remove the Legal Division from the Administrative and Support Services Division, making it a separate, stand-alone division, supervised and managed by the Deputy Police Chief. This will allow the Deputy Police Chief to oversee the division closely, as well as alleviate some of the workload given to the Administrative Support Services Captain. The Legal Division is responsible for the preparation and presentation of all department cases in the Merrimack District Court, as well as the preparation and presentation of all cases for the grand jury and/or Superior Court.

If you have any questions regarding my proposed changes, please let me know.

The following Code does not display images or complicated formatting. Codes should be viewed online. This tool is only meant for editing.

§ A198-2 **Administrative departments.**

- A. A department shall be a legal subdivision of the Town government usually performing a variety of interrelated functions with multiple staff positions.
- B. A departmental division shall have a single primary function.
- C. The administrative services of the Town shall consist of the following departments. Departments may be divided into divisions as provided herein or as provided by the Town Charter.

Department/Division	Department/Division Head
1. General Government Divisions:	Town Manager
Administration	Town Manager
Human Resources	Human Resources Coordinator
Information Technology	Town Manager
2. Community Services Divisions:	Town Manager
Cable	Media Services Coordinator
Parks and Recreation	Parks and Recreation Director
Welfare	Welfare Administrator
3. Finance Department and Town Clerk/Tax Collector Divisions:	Finance Director
Assessing	Office Manager/Chief Assessor
Finance	Finance Director
Town Clerk/Tax Collector	Town Clerk/Tax Collector
Treasury	Treasurer
4. Community Development Divisions:	Community Development Director
Planning and Zoning	Planning and Zoning Administrator

Department/Division	Department/Division Head
Economic Development	Community Development Director
Conservation	Community Development Director
5. Public Works Department Divisions:	Public Works Director
Administration and Engineering	Public Works Director
Buildings and Grounds	Public Works Director
Equipment Maintenance	Highway Operations Manager
Highway Maintenance	Highway Operations Manager
Solid Waste	Public Works Director
Wastewater	Assistant Public Works Director/Wastewater
6. Fire and Rescue Department Divisions:	Fire Chief
Administration and Support Services	Assistant Fire Chief - Support Services
Emergency Management	Fire Chief
Operations	Assistant Fire Chief - Operations
Call Fire/Emergency Medical Services, Training and Safety	Assistant Fire Chief - Support Services
Fire Prevention/Fire Marshal	Assistant Fire Chief - Support Services
Building and Health	Assistant Fire Chief - Support Services
7. Police Department Divisions:	Police Chief
Administrative and Support Services	Administrative and Support Services Captain
Communications	Administrative [and Support] Services [Captain]Lieutenant
Criminal Investigation	Detective Lieutenant

Department/Division

Department/Division Head

[Legal]

[Deputy Chief]

Patrol

Operations Captain

8. **Merrimack Library**

Library Trustees

§ A198-13 Police Department.

The Police Department, under the supervision of the Police Chief, appointed as specified by § **A198-5A** of this Administrative Code, shall consist of such forces of permanent officers, special officers, civilian employees and police volunteers as may be recommended by the Chief, in accordance with § **A198-6**, Department staff, and approved by the Manager.

A. The Police Department shall consist of the following divisions:

- (1) Administrative and Support Services.
- (2) Communications.
- (3) Criminal Investigation.
- (4) ~~Patrol.~~ [Legal]

[(5) Patrol]

B. **[The Deputy Chief may assume the responsibility for the operation of the administration of the entire department in the absence of the Chief of Police.]**

[C] Administrative and Support Services Division. The Administrative Services Division shall be under the command of the Administrative and Support Services Captain [, responsible to the Deputy Chief], and shall perform the following functions:

- (1) Prepare and maintain all necessary records pertaining to the Police Department.
- (2) Maintain payroll, accounting and budget information and records.
- (3) Ensure the proper processing of all purchases and expenditures.
- (4) Prepare and monitor all applications and grants received from federal and state agencies.
- ~~(5) Oversee the preparation and presentation of all Department cases in the Merrimack District Court.~~
- ~~(6) Oversee the preparation and presentation of all cases for the grand jury and/or Superior Court.~~
- ~~(7)~~ **[(5)]** Schedule and maintain training and training records for all Department members.
- ~~(8)~~ **[(6)]** Perform all other related functions as required.

~~C~~[D.] Communications Division. The Communications Division, under the supervision of the Administrative and Support Services ~~Lieutenant~~ **[Captain, responsible to the Deputy Chief]**, shall perform the following functions:

- (1) Coordinate all communications at all times and particularly in times of a declared emergency.
- (2) Investigate, study, report and recommend improvements and/or changes in the ongoing communications system.
- (3) Maintain all call signs and numbers for all departments.
- (4) Maintain and care for all property assigned to the Division.
- (5) Prepare and maintain all necessary records pertaining to the Division.
- (6) Perform all other related functions as required.

~~D~~[E.] Criminal Investigation Division. The Criminal Investigation Division, under the supervision of a Detective Lieutenant within the Administrative and Support Services Division, shall perform the following functions:

- (1) Investigate all crimes involving serious misdemeanors and felonies and all other cases as may be assigned to it by the Chief of Police/**Deputy Chief**.
- (2) Be responsible for the prevention of crime and establishing programs on a day-to-day basis for crime prevention.
- (3) Prepare and maintain an effective juvenile division dealing with juvenile crimes and the prevention of criminal activity in the juvenile area.
- (4) Protect and secure all evidence and confiscated property that comes to its attention.
- (5) Perform all other related functions as required.

~~E~~[F.] **[Legal Division. The Legal Division, under the supervision of the Deputy Chief, shall perform the following functions:]**

- [(1) Oversee the preparation and presentation of all Department cases in the Merrimack District Court.]**
- [(2) Oversee the preparation and presentation of all cases for the grand jury and/or Superior Court.]**
- [(3) Perform all other related functions as required.]**

[G.] Patrol Division. The Patrol Division shall be under the supervision of the Operations Captain, **[responsible to the Deputy Chief,]** and shall perform the following functions:

- (1) Enforce the laws and ordinances of the State of New Hampshire and the Town of Merrimack that come under its jurisdiction.

- (2) Protect life and property, which includes the prevention of criminality.
 - (3) Maintain and care for all property assigned to the Police Department.
 - (4) Reduce or suppress crime and apprehend offenders.
 - (5) Prevent crime and maintain peace and order.
 - (6) Protect lives and property from malicious damage and injury.
 - (7) Regulate traffic and perform miscellaneous calls for service.
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- (8) Maintain an Animal Control Unit that will be responsible to attend to all complaints and other matters pertaining to dogs and other animals.
 - (9) Perform all other related functions as required.