



Chief of Police  
Brian A. Cioffi

Town of Chilmark  
Office of  
**Police Department**  
Chilmark, Massachusetts 02535

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To: Honorable Board of Selectmen  
Town of Chilmark  
From: Chief Brian A Cioffi  
Chilmark Police Department  
Date: June 3, 2011  
Re: Traffic Officer Appointment

Sirs,

I respectfully ask your board to be placed on the agenda for June 7, 2011, to appoint Andrew Downs to the position of Traffic officer for the summer of 2011. His end date would be September 20, 2011.

Andrew is going into his senior year of college at Dickinson College in Pennsylvania. He is a Political Science major and his career goals are to be in law enforcement. Andrew has been an intern at the Carlisle Police Department in Pennsylvania and the New Haven Police Department in Connecticut. He is a member of the Dickinson College Football Team and plays defensive end. Andrew was also on his college track and field team.

If you shall have any questions I will be at the Meeting on June 7, 2011.

Respectfully Submitted,

Brian A Cioffi  
Chief of Police

**Andrew Downs**  
downsa@dickinson.edu  
203-444-8847 (cell)

*Address until May 2011*  
28 North College St.  
HUB Box# 443  
Carlisle, PA 17013

*Permanent Address*  
45 Fairgrounds Rd.  
Woodbridge, CT 06525

## **EDUCATION**

**Dickinson College**, Carlisle, PA  
Bachelor of Arts, expected May 2012  
Major: Political Science

## **RELEVANT COURSEWORK**

-International Terrorism, International Relations, American Government, Political Philosophy

## **EXPERIENCE**

**Carlisle Police Department**, Intern, PA (January-May 2011)

- Observed dispatch responsibilities
- Experienced active calls from Police vehicles
- Interacted with criminals and civilians

**The New Haven Companies, Inc., Warehouse Laborer**, East Haven, CT (May-August 2008-2010)

- Managed inventory
- Assisted with warehouse operations and distributed product and cargo in 55,000 sq. ft. warehouse
- Interacted with customers
- Operated heavy machinery
- Assisted warehouse manager with facility

**Southern New England Transfer Inc., Mover**, CT (May-August 2008)

- Relocated household and commercial items
- Loaded, unloaded and organized trucks.
- Thought outside the box when moving items in the houses and while organizing the trucks

**New Haven Police Department, Intern**, New Haven, CT (May-July 2009)

- Logged, sorted and filed tickets
- Entered extra duty on a computer
- Observed a DUI checkpoint and ride along
- Interacted with Police Officers and civilians.

**N&D Sports, Salesperson**, Chicago, IL, Boston, MA (June-July 2008-2010)

- Sold merchandise at the Stanley Cup
- Interacted with customers on a daily basis
- Experimented with selling techniques
- Represented the company and the brands with a professional manner
- Sold novelties at a fireworks displays
- Interacted with public
- Negotiated prices
- Sold merchandise at Fourth of July and Memorial Day parades

## **ACTIVITIES**

**Dickinson College Varsity Football, Defensive Tackle** (August 2008-present)

- Commitment daily, up to 4 hours of time.
- Helped with "midget football clinic" during pre season
- Off season training
- Spring ball (Spring football practice)

**Phi Delta Theta, Brother**, Carlisle, PA (spring 2009-present)

**Dickinson College Track & Field Team**, Carlisle, PA (2009-present)

- Shot put

## **SKILLS**

- Proficient in Microsoft Word, Excel and PowerPoint
- Strong working knowledge in Spanish

