

Falmouth Police Department
2 Marshall Drive
Falmouth, Maine 04105
207-781-2300

Memorandum

June 26, 2009

To: Nathan Poore,
Town Manager
Fr: Ed Tolan,
Chief of Police
Re: Orientation Information

Per your request for information on the police department for members of the Town Council I have attached an informational packet.

FALMOUTH POLICE DEPARTMENT

The Department is comprised of four major divisions; administration, patrol, communications and marine unit. Within each of these divisions are sub units. The organizational chart that accompanies this memo provides a visual depiction of the department.

- **Administration**

- The role of the **Chief** is to: provide the leadership for the department, to include supervision of the department's lieutenant, patrol sergeants and communications supervisor; development of the department's policies and procedures; administration of the budget to include overseeing all purchases; and have complete responsibility for the internal affairs division.
- The **Lieutenant** has immediate supervisory responsibility for the patrol sergeants and oversees the patrol division; assists the chief of police with the administration of the department, to include purchasing, development of the budget and final review of all reports; and is the primary administrator of the marine unit.
- The **Administrative Secretary's** primary role within the department is to: support the department personnel's clerical needs; oversee the records' division; manage the financial reporting; and support the department's administration.

- **Patrol**

- The patrol division consists of 3 patrol sergeants, 1 detective/court officer, 10 full-time (currently one position is vacant) and 6 part-time patrol officers. The unit provides: patrol services to enforce traffic laws; response to citizen requests for assistance; investigative follow-up to all criminal complaints and court liaison who prepares all department material for court purposes and attends court arraignments; a school resource officer; and one fulltime officer assigned to the marine unit.
- The **school resource officer** is assigned on a full-time basis to the schools during the school year and works as a patrol officer during the summer months. This officer provides the *DARE* program in the lower grades and also chairs the school safety committee.

- **Communications**

- The communication center is staffed with 5 full-time and 2 part-time dispatchers who answer all emergency and general service telephone calls for the police, fire and EMS departments. They also dispatch and receive all radio requests for police, fire and EMS departments. Additionally, they greet and service all walk-in citizen requests for service.

- **Marine Division**
 - The marine division consists of 1 full-time sworn officer, 1 part-time sworn officer and 2 summer park rangers who oversee the safety of the anchorage and respond to all emergencies. Currently within the anchorage, we service approximately 1,220 moored boats, one yacht club and one marina/boat service. Effective July 1, 2007, we began a contractual service with the Town of Cumberland where we patrol and respond to all water and island related issues in their community. This agreement also includes a shared animal control officer.

- **Equipment**

Significant pieces of equipment operated by the department includes:

- 6 marked patrol vehicles each equipped with; radars, communications equipment to include in-car computers, medical equipment which includes an AED, and all other necessary emergency equipment
- 1 motorcycle
- 3 unmarked vehicles for the chief, lieutenant and detective
- 1 truck assigned primarily to the marine division
- 1 patrol boat and trailer
- 1 ATV recently purchased through a grant and shared with the Fire & EMS departments to serve as an off road emergency response vehicle
- The communications center is equipped with 2 computerized consoles which were purchased in 2006, as well as all of the necessary state of the art equipment

- **Significant issues for 2009/2010**

- **Staffing**

As with all departments, the economic situation is the primary issue for the police department in the coming year. Since late 2008, we have been down one sworn officer position with the elimination of that position from the FY10 budget. We have submitted a *COPS* grant to fund the position for three years, but I am less than hopeful that we will be successful as the primary focus of the grant was on the fiscal condition of the community. The president budgeted 1 billion dollars, and the *COPS* Office received requests for 8 billion dollars. We expect to be notified in September.

Additionally Sgt. Brad Walker, a 35-year veteran of the department, retired in June leaving us two positions down, and another officer will be on FMLA in the fall.

- **Grants**

In a prior memo to the Town Manager, I noted the number of grants that Lt. Kilbride has submitted within the past year and the number we have received. Our latest grant was submitted on June 25 in the amount of \$4,200 with the goal of purchasing a new police dog. We have been notified informally that we are very likely to receive this grant. If we do

receive the grant, the plan is to begin training the officer and his K-9 in early fall.

The ATV that I previously mentioned was partially purchased with a grant and we are awaiting funding from another grant to purchase the safety equipment for the vehicle. The intent is for all three public safety departments to use the vehicle for off road emergencies. Currently, the departments are receiving the training for operation of the vehicle by the Maine Warden Service.