

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

Memorandum

July 6, 2010

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, 9 full-time (this does not include the SRO and Marine Unit officer) and 5 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, which now serves as dispatch for the Towns of Yarmouth and No. Yarmouth is staffed with 7 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 1,150 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 include:

 - 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
 - 3 unmarked vehicles for the chief, lieutenant and detective
 - 1 truck assigned primarily to the marine division
 - 1 patrol boat and trailer
 - 1 ATV 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**

2009 and 2010 has been an interesting time for the Department with multiple retirements. In a June 16th e-mail to the Town Manager I provided the council with the details of these retirements and the recent hires. Currently the Department is at full strength, but we will be sending two officers to the 18 week Basic Police Academy that begins on August 16th.

In 2008 when Lt. Kilbride was promoted to the administrative side of the Department we retired K-9 *Yardie* who was nearing his retirement age. In June of 2009 Lt. Kilbride submitted and was awarded a grant in the amount of \$4100 to replace *Yardie*. Through research Lt. Kilbride was able to learn of K-9's being trained by the military that were being offered to police departments free of charge. K-9 *Maxi* was obtained by Lt. Kilbride after he traveled to Texas to review potential K-9's. K-9 *Maxi* has recently completed and been certified in drug detection and will now begin the certification process for patrol dog. The grant was utilized to fund the costs of the Lt.'s travel to Texas and equipment for *Maxi*.

- **Multi-Agency Dispatch Center**

In June of this year we opened the multi-agency dispatch center with the Towns of Yarmouth and North Yarmouth after many months of planning. The center accepts all public safety related telephone calls and dispatches the appropriate response for the three towns public safety divisions.

- **Grants**

In 2009 Lt. Kilbride obtained the following grants and equipment purchased through grants:

- \$5200 to purchase an off-road ATV to be used by the Police, Fire and EMS Departments
- \$2500 to cover 50% of the cost of new radars to replace older models
- \$6000 to cover 50% of the cost of replacement body armor for the officers. It is recommended that the vests be replaced every 7 years due to deterioration of the kevlar component
- \$2200 to cover the overtime costs of additional enforcement patrols for detecting OUI's, excessive speed and seatbelt violations
- \$330 to purchase and install Idleright Technology in the cruisers to reduce emissions and save fuel

- **Marine Division**

The Department implemented an on-line mooring program which allows mooring holders to complete their mooring application on-line and submit payment electronically, as well quick, convenient and detailed information. This service has saved the Department close to \$1,000 per year in postage. With the installation of a computer on the boat the officers are provided with access to all mooring information while on the

water, saving them from returning to the office to look-up the information on a particular mooring.

- **Goals & Objectives for FY11**

With full staffing the Department will be re-implementing programs that we have been unable to accomplish:

- Traffic car – where an officer is dedicated to traffic enforcement and targeting problem areas. This officer will also be responsible for the traffic post at Falmouth and Woodville Roads on school mornings
- Bike patrol – utilization of our mountain bikes to be in the commercial area of Rt. 1. The officers will be a visible presence in an effort to deter the numerous thefts that have been occurring by riding in the immediate vicinity of the stores and by entering the stores to speak with the merchants. Planning for the future our SRO will have a bike at the new school complex due to its increased campus size.
- Enforcement grants – provide the ability to apply for and conduct the OUI, speed and seatbelt grants. During this time of reduced staffing we have been unable to provide officers with all of the other overtime they have been forced to work.
- Administrative liquor checks – when the State eliminated liquor enforcement officers there was no one to check the administrative procedures of establishments that sell liquor. The Department trained several officers to check the licenses and procedures in the absence of the State.
- Training – with more officers we will be able to expand our in-service training, such as the joint training with the Fire and EMS Departments on response to the schools and major businesses.
- Lt. Kilbride to the FBI National Academy – he has received notification that he will be attending the 10 week academy in January of 2011. The National Academy provides the highest level of administrative training to a very select group of officers from around the world. It is a reflection of your ability to be selected for this training.

This concludes my report and I will be available on the 21st for any additional questions.