



**RESOLUTION**  
**2023-022**

**A Resolution Amend Resolution 2021-014 and Define the Reporting of the Police Chief**

**WHEREAS**, the Town Council desires to amend Resolution 2021-014 and clarify reporting procedures for the Chief of Police.

**WHEREAS**, Resolution 2021-014 was passed saying “Mr. Longo will report to the Town Manager for administrative purposes and shall also be accountable to Town Council in accordance with the Town Charter.”

**WHEREAS**, Resolution 2022-004 was passed approving the police policies, which includes, “For financial and budgetary duties, the Chief of Police shall report to the Town Manager or designee.”

**WHEREAS**, these two resolutions contain conflicting and ambiguous language, which creates uncertainty regarding the intent of the Town Council.

**WHEREAS**, the intent of Town Council is that the Chief of Police be responsible for the management of all law enforcement personnel on a daily basis, and for the integrity of police case management.

**NOW, THEREFORE BE IT RESOLVED THAT:**

1. As of the effective date of this Resolution, the Chief of Police shall report to Town Council, except for as outlined herein, unless or until a Resolution is passed by the Town Council directing otherwise. The Town Council will be responsible for the annual review of the Chief of Police.
2. The Chief of Police shall, however, coordinate with the Town Manager regarding budgetary guidance and financial reporting. The Chief of Police shall have a spending authority as determined by Town Council for police department budgeted items only and shall follow the purchasing policies of the Town-
3. The Chief of Police shall communicate to the Town Manager any absence of coverage.
4. The Chief of Police shall determine a schedule and communicate to the Town Manager and Town Council any additional policing requests from Town Council or the Town Manager for additional duty shifts. The Chief of Police shall manage the relationships and coverages with the Delaware State Police and any emergency service personnel.
5. The Chief of Police will report to the Town Council and the Town Manager via text when situations pose an immediate risk to public safety. To the extent operations allow, the Town Manager and the Mayor will be notified via an after-action briefing, while adhering to protecting the integrity of any case. For major disasters the Chief of Police shall dually advise the Mayor and Town Manager when this can be done safely.
6. The Town Manager or Financial Officer shall report any concerns regarding the Police budget to Town Council only after trying to first resolve them with the Chief of Police. The Town Manager shall act as a “check-and-balance” for financial matters to the Police Department and shall bring unresolved concerns directly to the Council or Finance Committee.

7. The Chief of Police is responsible for the management of all law enforcement personnel on a daily basis, to include disciplinary actions, and for the integrity of police case management. The Chief of Police shall handle all interviewing, hiring, and provide all onboarding materials for new and existing law enforcement employees in accordance with Town Policies. The Town Manager shall be included in the interviewing process and provide written feedback to the Chief of Police on candidates.
8. The Chief of Police shall report monthly to the Town Council regarding police activity as permitted by law.

**NOW, THEREFORE, BE IT RESOLVED** that THE COUNCIL OF THE TOWN OF TOWNSEND DELAWARE ON May 3, 2023, hereby amends Resolution 2021-014 to clarify the reporting guidance between the Chief of Police and Town Manager.

**IN WITNESS WHEREOF**, I hereunto set my hand and caused the Seal of the Town of Townsend to be affixed this 3<sup>rd</sup> day of May 2023.

Passed and Approved This \_\_\_\_ day of \_\_\_\_\_ 2023.

**TOWN OF TOWNSEND**

\_\_\_\_\_  
Scott Lobdell, Mayor

**ATTEST:**

\_\_\_\_\_  
Mariaelena Rivera

Vote of Council	Yea	Na	Abs
Mayor Lobdell	-	-	-
CM E. Dugan			
CM J. Mertz			
CW E. Clarke			
CW S. Rojas			