



**Town of Townsend Public Safety Committee Meeting**  
**November 5<sup>th</sup>, 2025 @ 1:00pm**  
**VIA Conference Call & Town Hall**  
**141 Main St. Townsend, DE 19734**

**1:00pm Community Engagement Committee Meeting**

- I.** Call to Order:
- II.** Opening Ceremonies
  - a.** Roll Call:
  - b.** Pledge of Allegiance:
  - c.** Recognition of Visitors:
  - d.** Announcements:
- III.** Citizens Comments & Participation.
- IV.** Adoption of Agenda.
- V.** **ACTION ITEM-** Discussion and Review of Resolution 2023-002
- VI.** **ACTION ITEM-** Discussion and review of Townsend Police Gap Analysis
- VII.** **ACTION ITEM-** Discussion and Review of potential Townsend Police policies.
- VIII.** **ACTION ITEM-** Discussion and Review of Insurance Need for Police Storage.
- IX.** Ongoing Business Updates.
- X.** New Business.
- XI.** Discussion regarding next meeting date.
- XII.** Adjourn.

Committee Meetings will be held both in person and in a virtual format.

Those wishing to attend virtually may dial **1(301)715-8592**. When directed, provide following meeting ID **827-6421-7575#** and then the following password **361631#** to enter the meeting. If you choose to access the meeting online click the following link:  
<https://us02web.zoom.us/j/82764217575?pwd=aHI4RDhTZ0xjME1HV0ZOcHRxSHZ3QT09>

Residents will be able to view documents posted to the meeting tab on the Town website at <https://townsend.delaware.gov> or by joining the meeting via computer.

# Town of Townsend Police Department – Comprehensive Gap Analysis

**Date:** October 2025

**Prepared by:** \_\_\_\_\_

## **1. Executive Summary**

The purpose of this Gap Analysis is to evaluate the current capabilities and readiness of the Town of Townsend Police Department (TPD) compared to the desired future state of a fully functional, community-oriented local law enforcement agency. The analysis identifies strengths, weaknesses, and areas requiring investment or policy attention as the Town transitions from reliance on regional and county support to a locally staffed, equipped, and managed police department.

Townsend's population growth, development activity, and increased calls for service have accelerated the need for a strong and sustainable local police presence. This document outlines specific gaps across staffing, facilities, equipment, operations, and strategic management, providing the foundation for a phased implementation plan and funding strategy.

## **2. Department Background**

The Town of Townsend Police Department was established in 2021 to provide direct and responsive law enforcement to residents within Town limits. The Department's mission is to ensure public safety, uphold the law with fairness, and foster strong partnerships between the community and its officers.

The Department currently operates in early development stages, with limited personnel and resources, and relies heavily on assistance from the **New Castle County Police Department (NCCPD)** and the **Delaware State Police (DSP)**. The Town has initiated plans for a new **Police Facility Project**, awarded to **Pole Buildings Unlimited**, with **RVE (Remington & Vernick Engineers)** providing project management support.

## **3. Methodology**

This Gap Analysis was developed through:

- Review of existing Town policies, operational practices, and infrastructure.
- Comparison to national and state policing standards (CALEA and Delaware Police Accreditation).

- Consultation with partner agencies and professional recommendations from law enforcement advisors.
- Assessment of community needs and feedback from residents and Town Council.

#### 4. Current State Assessment

Category	Current Status	Key Notes & Challenges
Personnel		
Facilities		
Equipment		
Technology		
Policies & Procedures		
Training		
Community Engagement		
Budget & Funding		
Interagency Coordination		
Oversight & Governance		

#### 5. Desired Future State

By 2028, the Townsend Police Department seeks to:

- Operate from a dedicated, secure police facility with modern administrative, evidence, and training spaces.
- Maintain full-time staffing sufficient to provide 24/7 patrol coverage and proactive policing.
- Implement integrated RMS/CAD systems and digital evidence management.
- Maintain full compliance with Delaware and national policing standards and pursue Delaware Police Accreditation.
- Build a robust community policing program with consistent engagement and outreach.

- Operate under clear governance, fiscal accountability, and professional development systems.

## **6. Gap Identification and Analysis**

### **A. Personnel & Staffing**

- Gap:
- Impact:
- Recommendation:

### **B. Facilities**

- Gap:
- Impact:
- Recommendation:

### **C. Technology & Data Systems**

- Gap:
- Impact:
- Recommendation:

### **D. Equipment & Fleet**

- Gap:
- Impact:
- Recommendation:

### **E. Policies & Accreditation**

- Gap:
- Impact:
- Recommendation:

### **F. Training**

- Gap:
- Impact:



- Recommendation:

## G. Community Engagement

- Gap:
- Impact:
- Recommendation:

## H. Budget & Sustainability

- Gap:
- Impact:
- Recommendation:

## I. Governance & Oversight

- Gap:
- Impact:
- Recommendation:

### 7. Risk Assessment

Risk Area	Likelihood	Impact	Mitigation Strategy
Staffing shortages			
Budget limitations			
Construction delays (facility project)			
Technology integration challenges			
Community dissatisfaction			

### 8. Strategic Alignment

This analysis supports the Town's strategic goals of:

- Promoting public safety and quality of life.

- Enhancing government accountability and service delivery.
- Supporting economic and residential growth through reliable law enforcement presence.
- Building strong regional partnerships with NCCPD, DSP, and neighboring towns.

## 9. Implementation Roadmap

Phase	Timeline	Key Actions	Responsible Parties
Phase 1: Foundation	2025–2026		
Phase 2: Expansion	2026–2027		
Phase 3: Sustainability	2027–2028		
Phase 4: Maturity	2028+		

## 10. Conclusion

The Townsend Police Department is positioned for successful development into a modern, community-focused law enforcement agency. Addressing the identified gaps through structured planning, investment, and collaboration will ensure a strong foundation for sustainable growth.

By completing the new facility, expanding staff and technology capacity, and enhancing community partnerships, the Department will be equipped to meet the growing public safety needs of Townsend's residents while maintaining trust, professionalism, and accountability.