

# Truro Police Department

## ORGANIZATION DESCRIPTION

*Policy Number: ADM-4.02*

**REFERENCE:**

*Effective Date: June 1, 2000*

*Revised: March 16, 2010*

*Accreditation Standards: 11.1.1; 1.2.1*

*Mass. Gen. Law*

*Other: Collective Bargaining Agreement*

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**POLICY:** It is the policy of the Truro Police Department to describe the department's organizational structure, and to update this policy, along with the organizational chart, when the organization changes. Responsibilities in all positions of the Truro Police Department are accompanied by commensurate authority, and each member is accountable for the use of his/her delegated authority.

When an officer is assigned to patrol, said officer shall be supervised utilizing the chain of command, with guidance of the organizational chart and this policy. When an officer is acting in a specially assigned capacity, the officer shall then answer directly to the Lieutenant. No officer shall be supervised by more than one ranking officer at any given time.

**PROCEDURE:** The following organizational structure is reflective of the positions and assignments within the department, and will be utilized in coordination with the department's rules and regulations, and the organizational chart. *Revised September 30, 2004*

1. **Chief of Police:** The Chief is the CEO of the organization, and oversees the operational and strategic goals and objectives of the organization. He ensures that the functions of management are properly utilized and that all processes regardless of their nature, are implemented. The Chief has total oversight responsibilities, but utilizes the second in command to carry out orders. Legally authorized to carry out duties as specified by law, including MGL 41 Sec. 98 as amended. *Revised September 30, 2004*
2. **Lieutenant:** The Lieutenant is the second in command of the department, and serves at the pleasure of the Chief of Police. The Lieutenant shall be assigned to administrative duties, and shall be responsible for human resources, including internal affairs, performance evaluations, and scheduling. He shall also be assigned as supervisor to all support services of the department. The Lieutenant answers to the Chief of Police. Legally authorized to carry out duties as specified by law, including MGL 41 Sec. 98 as amended. *Revised September 30, 2004*

3. **Staff Sergeant:** The Staff Sergeant is in command of the patrol division. The Staff Sergeant answers to the Lieutenant, and is also a shift supervisor of the particular shift he is assigned. He carries out duties and responsibilities as outlined by the Lieutenant. Legally authorized to carry out duties as specified by law, including MGL 41 Sec. 98 as amended. *Revised September 30, 2004*
4. **Sergeant:** Sergeants are responsible for the day-to-day supervision of their assigned shift, and answer to the Staff Sergeant. Sergeants carry out other duties and responsibilities assigned by the Staff Sergeant, the Lieutenant, or the Chief of Police. Legally authorized to carry out duties as specified by law, including MGL 41 Sec. 98 as amended. *Revised September 30, 2004*
5. **Prosecutor/Investigator:** The Prosecutor/Investigator acts as liaison to the court, and is in charge of court operations as it relates to the Truro Police Department. The Prosecutor/Investigator has full charge of scheduling of court, notifications of court, and other duties as assigned. He/she shall be in charge of investigations as assigned, and will follow up on investigations led by officers. The Prosecutor/Investigator answers to the Lieutenant. Legally authorized to carry out duties as specified by law, including MGL 41 Sec. 98 as amended. *Revised September 30, 2004*
6. **Police Officer:** Police Officer (f/k/a) Patrolman) and Part-Time Police Officers carry out law enforcement duties as assigned by the shift sergeant or shift commander. If a Patrolman is assigned a special duty, as depicted on the organizational chart, then that patrolman answers to the Lieutenant specifically dealing with the assignment. Legally authorized to carry out duties as specified by law, including MGL 41 Sec. 98 as amended. *Revised September 30, 2004*
7. **Administrative Assistant:** The Administrative Assistant provides technical and office support services as needed and as directed by the Chief of Police. This assignment includes the responsibilities of LEAPS Representative, Technical Support and Computer System Manager. This assignment reports directly to the Chief of Police.
8. **Communications Supervisor:** The Communications supervisor shall have full supervisory responsibilities of the Communications Division. This assignment reports to the Lieutenant or in his/her absence, the Staff Sergeant.

9. **Telecommunicator:** Telecommunicators shall have full responsibility of desk assignments, radio assignments, and all other related functional duties as assigned by the Communications Supervisor. Telecommunicators shall answer to the Communications Supervisor, but shall be responsible for completing duties and assignment as given by the Chief of Police, Sergeants, or Shift Commanders.
10. **Matron:** Matrons are called upon in the event that a female or male is arrested. Matrons will conduct inventory searches, and conduct prisoner checks when assigned. They shall report to the shift commander.
11. **Accident Investigator:** A sworn police officer holding this assignment shall, upon request, investigate all motor vehicle accidents, which require technical expertise. Officers working in this assignment shall report to the Lieutenant. *Revised September 30, 2004*
12. **Evidence Technicians:** A sworn police officer holding this assignment shall have full charge of the management of the evidence room, and shall act as liaisons to other agencies. The evidence officer shall facilitate the secure chain of custody of all department evidence. Officers working in this assignment shall report to the Lieutenant. *Revised September 30, 2004*
13. **Juvenile Officer:** A sworn police officer holding this assignment will investigate all crimes and other matters concerning juveniles. He/she shall act as liaison to the school, may be trained as a DARE officer, and Child Safety Seat Technician. Officers working in this assignment shall report to the Lieutenant. *Revised September 30, 2004*
14. **Crime Prevention:** A sworn police officer holding this assignment shall act as community liaison concerning issues involving crime prevention programs, plans and related issues. He/she shall act as consultant with respect to all crime prevention matters. Officers working in this assignment shall report to the Lieutenant. *Revised September 30, 2004*
15. **Weapons Instructors/Armorers:** A sworn police officer holding this assignment shall train officers, maintain records, and act as liaison concerning all matters regarding weapons. He/she shall maintain the armory, and shall be accountable for all firearms and weapons held in the armory. Officers working in this assignment shall report to the Lieutenant. *Revised September 30, 2004*
16. **Fleet Maintenance Officer:** A sworn police officer holding this assignment shall schedule, assign, and facilitate the service of all department owned vehicles. He/she shall act as liaison to the town mechanic, and shall coordinate maintenance records as assigned. Officers working in this assignment shall report to the Lieutenant. *Revised September 30, 2004*

17. **Elder Affairs Officer:** A sworn police officer holding this assignment shall act as liaison to all departments, committees and boards concerning elder affairs. He/she shall consult in matters concerning elder affairs, such as abuse problems, vulnerability, and other related matters. He/she, shall assist in the investigations of all elder related or specific crimes of matters. Officers working in this assignment shall report to the Lieutenant. *Revised September 30, 2004*
18. **Domestic Affairs Officer:** A sworn police officer holding this assignment shall act as department liaison to all boards, committees and groups concerning domestic violence and abuse. He shall follow up on all domestic abuse cases, and ensure services to victims. Officers working in this assignment shall report to the Lieutenant. *Revised September 30, 2004*
19. **Photographer:** Upon request, A sworn police officer holding this assignment shall take pictures of crime scenes, accidents and other matters, incidents or events as assigned. He/she shall maintain the storage of all photographs, and shall cause the development of all pictures as needed. Officers working in this assignment shall report to the Lieutenant. *Revised September 30, 2004*
20. **Triad Coordinator:** A sworn police officer holding this assignment is responsible for facilitating meetings and departmental efforts toward the program. This officer shall represent the Truro Police Department in all phases of TRIAD. Officers working in this assignment shall report to the Lieutenant. *Revised September 30, 2004*
21. **Emergency Situations Supervisor:** A sworn police officer holding this assignment shall act as the sole authority of the department during any event (as outlined by department policy) and shall act as liaison to other agencies during times of crisis or special occurrences. *Revised September 30, 2004*
22. **Public Information Officer:** A sworn police officer holding this assignment has the responsibility of coordinating all press and media relations. *Revised September 30, 2004*
23. **Narcotics/Task Force Rep:** A sworn police officer holding this assignment, shall act as liaison to the Cape Cod Drug Task Force, and shall be assigned as Narcotics Investigators. Officers working in this assignment shall report to the Lieutenant. *Revised September 30, 2004*
24. **Accreditation Manager:** Any member of the department assigned this function shall act as liaison to the Massachusetts Police Accreditation Commission, and shall manage and maintain the accreditation project. Officers working in this assignment shall report to the Lieutenant.

25. **Breathalyzer Maintenance Officer:** A sworn police officer holding this assignment conducts regularly scheduled checks and tests of the department breathalyzer machine. Acts as liaison to other agencies, and conducts, arranges and coordinates training for officers. Officers working in this assignment shall report to the Lieutenant. *Revised September 30, 2004*
26. **Website Coordinator:** Maintains and coordinates updates and reports on the department Web Site. Acts as liaison to Internet Company. This assignment is responsible for the overall content and usability of the site. Personnel working in this assignment shall report to the Lieutenant.
27. **Motorcycle Officer:** This is not an assignment or position within the department. A Motorcycle Officer is certified and authorized to operate the departments motorcycle during special events and routine patrol. *(Added March 16, 2010)*

# TRURO POLICE DEPARTMENT DEPARTMENT ROSTER AND FUNCTIONAL RESPONSIBILITIES

## ADMINISTRATION

**John R Lundborn**  
*Acting Chief of Police*

CEO  
Commanding Officer  
Emergency Situations Supervisor  
Training Coordinator  
Public Information Officer  
TRIAD Liaison Officer  
Accreditation Manager  
Photographer

**Vacant**  
*Lieutenant*

Executive Officer

**Jacquelyne Mastrianna**  
*Records Officer*

Administrative Assistant  
Computer System Manager  
Leaps Representative

## PATROL DIVISION

**David J. Costa**  
*Staff Sergeant*

Weapons Instructor/Armorer  
Photographer  
Patrol Officer

**David E. Silvia**  
*Sergeant*

Breathalyzer Maintenance  
ASP Baton Instructor  
Fleet Maintenance  
Patrol Officer  
Motorcycle Officer

**David F. Perry**  
*Sergeant*

Evidence Officer  
Accident Investigator  
Photographer  
Investigator/Prosecutor  
CC Drug Task Force Rep

**Kyle Takakjian**  
*Sergeant*

Evidence Officer  
Weapons Instructor  
Crime Prevention Officer  
CCRLEC Instructor  
Patrol Officer

**Nicholas Ambrosini**  
*Officer*

Patrol Officer  
CCRLEC Accident Investigator  
ECW Weapons Instructor

**James Roach**  
*Officer*

Patrol Officer  
Weapons Instructor  
ECW Weapons Instructor  
Motorcycle Officer

**Scott Holway**  
*Officer*

Patrol Officer  
CCRLEC Accident Investigator  
Motorcycle Officer

**Carrie F DeAngelo**  
*Officer*

Patrol Officer  
Juvenile Affairs Officer  
DARE Officer

**Craig Danziger**  
*Officer*

Patrol Officer  
Motorcycle Officer

**Jeremiah Valli**  
*Officer*

Patrol Officer

**John J. Thomas**  
*Special Officer*

Special Patrol Officer

## COMMUNICATIONS DIVISION

**Heidi A. Dyer**  
*Telecommunicator*

Communication Supervisor

**Bronwyn H. Bresnahan**  
*Telecommunicator*

**Martha Wheeler**  
*Telecommunicator*

Website Coordinator  
Asst Computer Systems Coordinator  
Ass't Leaps Coordinator

**Timothy Caldwell**  
*Telecommunicator*

## PART-TIME PERSONNEL

**Janet Worthington**  
*Part Time Telecommunicator*

**Barbara Peters**  
*Part-time Telecommunicator*

**Rosemary Fiske**  
*Part-time Telecommunicator*

**Lawrence Higgins**  
*Part-Time Telecommunicator*

**Shirley Cabral**  
*Matron*