



CHIEF OF POLICE
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NORTH KINGSTOWN POLICE DEPARTMENT

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Harbor Division Services and Responsibilities

North Kingstown is a major waterfront community in Narragansett Bay. From Saunderstown to Greene's River, we have nearly thirty miles of coastline including two major harbors and a major industrial port. Approximately 2500 private yachts, worth tens of millions of dollars, are permanently moored in our waters. On any given weekend or holiday, total boating activity can easily double. As the boating community has grown, so has the expectation of service from our department.

The Harbor Division, consisting of a Harbormaster, and two part-time seasonal assistants operates a single patrol boat seven days a week during the extended season. The harbormaster is also responsible to conduct the Division's paperwork (complete offense reports and incident reports in IMC) and billing.

A partial list of our duties and services include:

May through November

- Daily patrols of our 30 miles of coastline
 - Beginning and end of each day the Harbormaster will observe via land vehicle from Ferry Road to Quidnessett, Wickford Harbor, Allen Harbor, Jamestown Bridge, etc.
 - Saunderstown to Greene's River
 - Wickford Harbor and Allen Harbor
 - Port of Davisville
 - Shared borders with Portsmouth, Jamestown, Narragansett
 - Provide coverage 8 hours per day seven days a week as weather permits.
- Create a welcoming and friendly atmosphere for thousands of boaters each year.
 - Provide five transient moorings
 - Collect fees and maintain "turnover"
 - Provide order at Brown Street transient docks
 - Maintain 2 hour "turnover" policy
- Enforce town ordinances such as

- Speeding
- Kayaks
- Wakes
- Child life jacket safety
- Anchoring
- Jet Ski issues
- Supply “Good Samaritan” support to an increasing number of boaters.
 - Provide calls to towing providers in emergency
 - Arrange for medical services when necessary
 - Encourage use of local “pump-out” facilities
 - Provide knowledge of local services
- Growing Homeland Security responsibilities including daily patrolling of
 - Port of Davisville
 - Fast Ferry Terminal
 - Electric Boat
 - Jamestown Bridge
 - Calls for support from USCG

Year-Round

- Maintain mooring records and database;
 - Including all current moorings (700)
 - Owners, mooring locations
 - Compliance with town ordinances, waiting lists
 - Up to date mooring inspections
 - Responsible for billing and collection of \$135,000
- Maintain Town Wharf commercial fishing dock
 - All billing and collection of \$17,000+ in fees
 - Assignment of space
 - Waiting list
 - Compliance with town ordinances
- Town Liaison to monthly meeting of groups such as:
 - Harbor Management Commission
 - Leisure Services Commission
 - USCG Law Enforcement Division
 - MSO Port Safety Committee
 - CRMC
 - USACE
- Continue Approval of Harbor Management Plan (renewal)
 - Meet with CRMC, HMC, Planning Dept, Town Solicitor
 - Make amendments as recommended
 - Improve information regarding current usage
 - Provide for future mooring management
- Represent town interests on major issues such as
 - Oil spill response
 - Boat hazards
 - Storm recovery

- Navigation
- Aquaculture
- Waterfront zoning issues
- Maintain a daily office presence increasingly used by concerned town citizens
 - Provide a timely response to citizen inquiries
 - Answer email and letters addressed to the Harbormaster
 - Greet citizens at the Police station

Harbormaster Division Personnel Duties

Harbormaster

The Harbormaster will:

- Check office emails and voicemail each day. Any “house keeping” calls are handled by the Harbormaster.
- Create welcoming and friendly atmosphere for thousands of boaters each year
- Maintain the Patrol Boat and all department equipment
 - Regular oil changes
 - Routine boat and motor maintenance
 - Take custody of division cellphone
 - Take custody and inventory other valuable department equipment.
 - Responsible for daily patrols of 30 miles of coastline
- Supervise the Assistant Harbormasters
 - Develop and maintain schedules
 - Educate AHM’s on department policy and philosophy
 - Submit accurate payroll records
- Continue to report to the Chief or his designee.
- Answer all after hours emergency calls and respond accordingly
- Work closely with fire department to assure best use of assets.
- Meet weekly with the chief or designee.
- Resolve all mooring conflicts, working with MSP’s
- Monitor Town Wharf tenants for compliance and tidiness
- Make regular checks of moorings for proper boat, inspection etc
- Maintain and record all mooring changes
- Turn in all Monday payroll info.
- Turn in all gas slips
- Deal with overdue inspections and unpaid renewals
- Check email daily
- Attend Harbor Commission meetings as appropriate and carry out specific requests (primarily seasonal but also during winter season as needed)
- Become familiar with all local harbor ordinances, the Harbor Management Plan, and all pertinent state laws
- Attend Harbor Commission meetings
- Be reachable 24/7 via cellphone. Is not always expected to respond via boat but should be able to advise dispatch or OIC in emergency situations.

- Approve all mooring applications
 - Harbormaster will approve all applications
 - Harbormaster will determine eligibility and location of mooring
 - Harbormaster will work with MSP to assure proper location