

**Commonwealth of Massachusetts**  
**Executive Office of Public Safety and Security**  
**Office of Grants and Research**  
**Highway Safety Division**  
**10 Park Plaza, Suite 3720**  
**Boston, MA 02116**  
**Tel: 617.725.3341**

**Application for Grant Funds (AGF)**  
**FFY 2011 Automated License Plate Reader Grant Program**  
**Deadline for Applications: Noon, November 29, 2010**

**All sections must be completed to be eligible.**

Name and Complete Address of Department or Municipality			
Barnstable Police Department, P. O. Box B, Hyannis, MA 02601			
Chief's Last Name	First	Middle Initial	
MacDonald	Paul		
E-Mail Address	Telephone	Fax	
<a href="mailto:macdonaldp@barnstablepolice.com">macdonaldp@barnstablepolice.com</a>	(508)778-3805	(508)790-6317	
Grant Contact Last Name	First Name	Middle Initial	Title
Spillane	Anne	E	Finance & Support Services Director
E-Mail Address	Telephone	Fax	
<a href="mailto:spillanea@barnstablepolice.com">spillanea@barnstablepolice.com</a>	(508)778-3806	(508)790-6317	
<b>Applicant Profile</b>			
Does your department currently have any ALPR units in use? If so, how many?		No	
Number of full-time officers		110	
Number of part-time officers		0	
What is the population of your community according to the 2009 census?		48,949	
How large is your community (square miles)?		64.1 Square Miles	

**Problem Identification**

Category	2007	2008	2009
Number of unlicensed motorist citations	233	227	200
Number of uninsured motorist citations	59	37	52
Number of operating with a suspended license citations	182	66	178

Number of operating with a suspended license arrests	72	39	80
Number of stolen vehicles reports	78	61	47
Number of stolen vehicle arrests	4	7	2

**Proposed Programming**

**Experience-** Provide a summary of previous experience your department has with highway safety initiatives (Click It or Ticket, Massachusetts Law Enforcement Challenge, crash reporting, etc.).

The department has participated for many years in the Traffic Enforcement Grant Program. We have a dedicated Traffic Division, which is overseen by a Sergeant. All members of the unit are accident reconstructionists. Community-oriented problem solving has been a key focus of the officers in the unit. The traffic division determines its monthly work calendar to address the traffic problems in each village of the seven villages of Barnstable, with a strong focus on speed enforcement. The police department also works closely with the Licensing Board and liquor licensed establishments to monitor compliance of sales of alcohol to under-age drinkers. This proactive approach directly helps to reduce the number of underage drinkers from driving a motor vehicle while under the influence of alcohol.

**Timeline-** Provide your projected timeline for unit purchase, training, and implementation (January 2011-June 30, 2011).

January 2011: Contact vendor (ELSAG) to purchase ALPR  
Purchase ALPR  
Arrange installation (4 Hours) of ALPR by representative from ELSAG  
Training to be completed on afternoon following installation

January – June, 2011: Create department policy on use of ALPR  
Implement usage of equipment  
Include data collection as component of policy and usage

**Project Activities-** Describe your proposed deployment use (how many hours per day, per week, etc.).

The ALPR would be used a minimum of 40 hours per week and up to 80 hours per week. The day shift (8am to 4pm) has a dedicated traffic unit, who would be using the ALPR on a daily basis Monday through Friday (8 hours/day/5days/week or 40 hours). Additionally, as we can expand training on usage, it would be used on the other two shifts (4pm to 12am and 12am to 8am).

**Capabilities-** Describe your department's technical capabilities to implement this program.

The Barnstable Police Department has a fulltime Information Technology officer dedicated to meet all the technology requirements of the department. This officer is proficient in the setup, maintenance and protocol required for all technology related devices and will learn new technologies as required. This officer is also the CJIS coordinator for the department.

**Goals-** Identify specific, measurable, attainable, realistic and time-bound goals and objectives for this program (i.e. increase uninsured motorist violations by 20% over 2009 levels by August 2011).

To focus on the detection and apprehension of traffic law violators.

To target repeat offenders and focus on the apprehension of drivers/vehicles operating with suspended/revoked licenses and/or expired registrations and/or insurance suspensions.

To enhance the Department's data collection capabilities to disseminate traffic record information in a timely and accurate manner to field personnel.

To assist in the identification of outstanding warrants in conjunction with CJIS.

**Evaluation-** Describe your evaluation plan (for example, a pre and post data comparison for your community during the grant period with the same time period in the previous year).

With the added use of an Automatic License Plate Reader, the department will complete a pre and post data comparison during the grant period with the same time period in the previous year in the following area:

1. # of Motor Vehicles Stops
2. # of Citations for unlicensed drivers
3. # of Citations for unregistered motor vehicles
4. # of arrests of individuals with outstanding warrants identified as part of MV stop
5. # of arrests made for "bigger" crimes as a result of traffic stops

**Additional Information-** Provide any additional information about your current and/or proposed ALPR program you would like EOPSS to consider when evaluating your AGF response (major highways through community, commuter population).

The Town of Barnstable is the center for much of the activities on the Cape on a year-round basis, but especially during the summer months, and as such has significant traffic and motor vehicle operator concerns. The town has a year-round population of over 48,000 (2000 Federal Census) and approximately 125,000-150,000 seasonal residents. The Town serves as the commercial center for Cape Cod. It houses the main hospital serving the Cape, regional social service agencies, the superior court, a regional shopping mall, Cape Cod Community College, the Steamship Authority, and the 3<sup>rd</sup> busiest airport in the Commonwealth of Massachusetts. The use of an Automatic License Plate Reader as a traffic safety tool would greatly expand our observation and detection capabilities, especially as it applies to repeat offenders.

**BUDGET TEMPLATE**

**January 2011 - June 30, 2011-** also provide specification sheet from your chosen vendor

<b>Equipment</b>	<b>Cost/Rate</b>	<b>Total</b>
Mobile License Plate Reader (ELSAG)	\$16,350.00	\$16,350.00
Operations Center License	\$600.00	\$600.00
Additional Car Kit	\$335.00	\$335.00
<b>Total</b>	<b>\$17,285.00</b>	<b>\$17,285.00</b>

Total funding requested \$ 17,285.00

Please Note:

If your department does not have an officer safety belt policy, 50% of your total grant award will be deducted. If your department falls into this category, please provide a statement agreeing that the balance will be paid by your department or that no funds will be awarded.

Grant recipients are required to provide an in-kind (soft) match which represents 20% of the total project cost. For example if you receive \$5,000, your 20% match would be calculated as follows: \$5,000 divided by 80% = \$6,250 X 20% = \$1,250.

**FEDERAL IN-KIND MATCH REQUIREMENTS - REQUIRED**

<b>Item/Service</b>	<b>Quantity</b>	<b>Cost</b>	<b>Total</b>
Sgt.A. McKenna	Supervisor Time on Project	\$42.9365 x 100.6468	\$4,321.25

Department's plan to pay for additional maintenance and warranty costs:

The warranty for the ALPR is covered for the first year in the purchase price. Subsequent year maintenance and warranty costs will be paid for through available department funds or through technology expenses incurred annually on our Byrne grant.

**For EOPSS/HSD Use:**

Revised Total Request:

\$ \_\_\_\_\_

Applications due on or before November 29, 2010 at noon to:

Dan DeMille, Program Coordinator  
Executive Office of Public Safety and Security  
Office of Grants and Research  
Highway Safety Division  
10 Park Plaza, Suite 3720  
Boston, MA 02116

**CHECK LIST**

- Completed Application (original and 8 copies)
- Required Signatures
- Safety belt policy or commitment to establish one by DATE
- Contract Authorized Signatory Listing

Please note that in the event that your department or municipality is selected for an award, a Standard Contract Form and General Subrecipient Conditions will be provided for your signature at that time.

Before signing below, or obtaining signature, please be sure the entire application is complete.

**ASSURANCES**

The Barnstable Police Department/municipality acknowledges and agrees to comply with all grant contract requirements and performance measures. This municipality or department understands and agrees that a grant received as a result of this application is subject to the regulations governing highway safety projects and grant management requirements and will comply with all State and Federal Guidelines. Funding is based on availability of federal funds. I hereby acknowledge my understanding of the above grant requirements and will comply with the best of my ability:

Paul MacDonald  
Authorized Representative Name and Title (please print)

Please note that the signatory must be authorized to enter into a contract with the Commonwealth.

Paul MacDonald  
Authorized Signature in blue ink

11/23/2010  
Date signed in blue ink

Deadline: An original application form with attachments, along with three copies, must be received by HSD by **noon on November 29, 2010**. Faxed and electronic responses will **NOT** be accepted.

\*It is suggested that departments verify with EOPSS-HSD receipt of application prior to deadline (this is because of recent mail delivery problems). Please email Dan DeMille at [Daniel.DeMille@state.ma.us](mailto:Daniel.DeMille@state.ma.us) to verify receipt.





# BARNSTABLE POLICE DEPARTMENT

## POLICY AND PROCEDURE 303

### USE OF DEPARTMENT VEHICLES

Date of Issue: 03/22/2004

Effective Date: 08/13/2007

Revised: 03/11/2005; 07/13/2007

Reviewed: 12/17/2009

Accreditation Standards: 41.1.3; 41.2.1; 41.3.2-3

**1.0**  
**Policy**  
*41.2.1*

It is the policy of the Barnstable Police Department that all Department vehicles are operated with due care and in accordance with all local and state traffic regulations and laws. A valid Massachusetts Driver's License is required to operate a Department vehicle.

Emergency operation of police vehicles shall be in accordance with M.G.L. c.89, s.7B and *Policy and Procedure 501 "Response to Calls."*

**2.0**  
**Authority to Operate**

No person shall operate a Department vehicle without receiving an order or the permission of a superior officer authorized to do so.

**3.0**  
**Vehicle Usage Prohibitions**

The following activities are prohibited when using any Department vehicle:

- Operating a vehicle while impaired by alcohol or drugs
- Transporting or storing alcoholic beverages in a vehicle, except in the performance of official duties
- Operating a vehicle in an unsafe or improper manner
- Pushing another vehicle, or
- 'Jump starting' another vehicle other than a Department vehicle.

**4.0**  
**Special Purpose Vehicles**  
*41.1.3*

As the multitude of tasks performed by Department members require the use of certain special purpose vehicles, procedures governing the objectives of such vehicle usage, instructions for usage, qualifications for usage, required equipment, necessary training for use and the position in charge of oversight for such vehicles will be contained in a separate directive for each kind of special purpose vehicle.

**5.0**  
**Patrol Vehicle Equipment**  
*41.3.2*

A directive will be issued specifying the equipment to be included in every patrol vehicle.

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**6.0  
Transporting  
Non-  
Departmental  
Personnel**

On occasion Department members may find it necessary to transport non-Departmental personnel in Department vehicles.

Prior to any such transport, the appropriate supervisor will be notified of the transport.

Members providing transport will notify Dispatch of the purpose of the transport and in cases of transporting persons of the opposite sex, the vehicle's mileage at the beginning of the transport, as well as the ending mileage.

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**7.0  
Seat Belts  
41.3.3**

In order to ensure the safety of its employees, the Department strongly recommends the use of safety belts at all times.

All persons will use safety belts while operating or riding in a Department vehicle in accordance with the following:

- Whenever the vehicle is operated in an emergency mode (emergency lights and/or siren activated)
- During all vehicular pursuits, regardless of the speed involved
- During periods of inclement weather that adversely impacts the road surface and driving conditions
- In all cases, civilian passengers riding in a Department vehicle must wear safety belts, and
- No child will ride in any Department vehicle unless the child passenger restraint requirements of M.G.L. c.90, s.7AA are met.
- For certain tactical or safety reasons, officers may disengage their safety belts when approaching an incident scene.

Supervisors may grant exceptions to this policy for specific incidents when they deem the efficiency of the operation outweighs the safety benefit of such usage.

Requirements for seat belt usage when transporting prisoners are covered in Section 5.0 of *Policy & Procedure 1002 "Detainee Transportation."*

This policy will not apply to persons occupying a seating position that is not equipped with a safety belt assembly.

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**8.0  
Mechanical &  
Equipment  
Problems**  
41.3.2

Department members shall immediately notify the Watch Commander upon discovery of a mechanical or equipment problem that could affect the safe operation of a vehicle and shall not operate a Department vehicle with a flat tire or an apparent serious mechanical defect without the approval of the Watch Commander. Members will not be required to change tires on vehicles.

The Watch Commander, upon receipt of such notification, shall:

Step	Action
1	Remove the vehicle from service for evaluation and repair, if necessary.
2	Fill in a <i>Vehicle/Equipment Deficiency Form</i> .
3	Place of copy of the form in the <i>Motor Vehicle Log Book</i> kept in the Watch Commander's Office.
4	Submit the original form to the Department's mechanics or the appropriate equipment technician.
5	The mechanic/technician will investigate the problem and note any recommendations/actions on the form, then return it to the Watch Commander.
6	The Watch Commander will place the completed <i>Vehicle/Equipment Deficiency Form</i> in the <i>Motor Vehicle Log Book</i> for reference and discard the incomplete copy.

Other mechanical or equipment problems (i.e. radio, computer, etc.) not requiring immediate resolution will be reported as soon as practical.

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**9.0  
Vehicle  
Readiness**  
41.1.3 c

Department members are responsible for ensuring that their assigned vehicle is in a proper state of readiness by checking that all required equipment is contained within their vehicle prior to a tour of duty or other usage.

Officers operating patrol vehicles missing required equipment that cannot be readily replaced will file a *Vehicle/Equipment Deficiency Form* with their Watch Commander, who will either authorize replacement of the missing item(s) or forward the form to the appropriate person for replacement.

At the end of a tour of duty or other usage, Department members shall leave any vehicle they use in a proper state of readiness for the on-coming shift. This includes refueling the vehicle and keeping its interior and trunk areas clean of litter and other debris.

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**10.0  
Placing Articles  
in Trunks**

No member of the Department should transport any article in the trunk of a Department vehicle that he/she reasonably believes may cause damage to radio equipment, electrical wiring or other authorized equipment. If in doubt about the suitability of transporting an item, officers should request permission from a superior officer.

**11.0  
Reporting  
Vehicle  
Damage**  
81.2.4 a

Whenever any employee operating or assigned a Department vehicle is either

- Involved in a motor vehicle crash, regardless of property damage or personal injury, or
- Otherwise damages or discovers damage to a Department vehicle,

The following procedures shall be followed:

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1	The employee will notify Dispatch as soon as practical.
2	The Dispatcher will notify the Watch Commander.
3	The Watch Commander will assign a supervisor to investigate the incident.
4	If the incident involves injuries or extensive damage, the Watch Commander will notify the Shift/Division Commander as soon as possible.
5	The Investigating Supervisor shall, if it is not practical to respond to the scene of the incident (i.e. occurred in another jurisdiction, etc.), coordinate his/her investigation with the investigating agency.
6	The employee will submit a written statement to the Investigating Supervisor as soon as practical.
7	The Investigating Supervisor will prepare and submit a report.
8	Copies of all reports will be forwarded to the Chief of Police and Shift/Division Commander as soon as practical.

**12.0  
"Take Home"  
Vehicles**

Employees may be assigned a "take home" Department vehicle, subject to the authorization of the Chief of Police.

The use of a "take home" vehicle is subject to the provisions of *Policy & Procedure 310 "Take Home Vehicles."*

**13.0  
Exceptional  
Usages**

Nothing in this policy or in other Departmental directives will prohibit the use of a Department vehicle for certain other usages, to include but not be limited to:

- Student officer usage for required training activities
- Vehicle Maintenance personnel usage for necessary vehicle maintenance, procurement or disposition functions
- Facility Maintenance personnel for authorized job-related activities, or
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# COMMONWEALTH OF MASSACHUSETTS CONTRACTOR AUTHORIZED SIGNATORY LISTING



**CONTRACTOR LEGAL NAME :**  
**CONTRACTOR VENDOR/CUSTOMER CODE:**

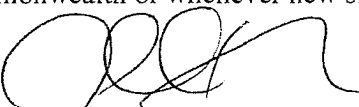
**INSTRUCTIONS:** Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

**NOTICE:** *Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.*

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

AUTHORIZED SIGNATORY NAME	TITLE
Paul B. MacDonald	Chief of Police

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

  
\_\_\_\_\_  
Signature

Date: 11/22/10

Title: Town Manager

Telephone: (508)862-4610

Fax: (508)790-6226

Email: John.Klimm@town.barnstable.ma.us

[Listing can not be accepted without all of this information completed.]

A copy of this listing must be attached to the "record copy" of a contract filed with the department.

# COMMONWEALTH OF MASSACHUSETTS CONTRACTOR AUTHORIZED SIGNATORY LISTING



CONTRACTOR LEGAL NAME :  
CONTRACTOR VENDOR/CUSTOMER CODE:

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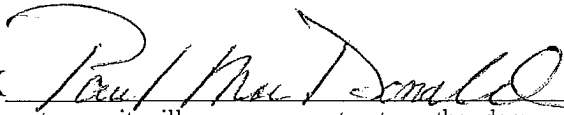
## PROOF OF AUTHENTICATION OF SIGNATURE

**This page is optional and is available for a department to authenticate contract signatures.  
It is recommended that Departments obtain authentication of signature for the signatory  
who submits the Contractor Authorized Listing.**

**This Section MUST be completed by the Contractor Authorized Signatory in presence of notary.**

Signatory's full legal name (print or type): Paul B. MacDonald

Title: Chief of Police

X 

Signature as it will appear on contract or other document (Complete only in presence of notary):

### AUTHENTICATED BY NOTARY OR CORPORATE CLERK (PICK ONLY ONE) AS FOLLOWS:

I, Donna L. Silva (NOTARY) as a notary public certify that I witnessed the signature of the aforementioned signatory above and I verified the individual's identity on this date:

November 23, 20 10.

My commission expires on: 5/19/2017

AFFIX NOTARY SEAL

I, \_\_\_\_\_ (CORPORATE CLERK) certify that I witnessed the signature of the aforementioned signatory above, that I verified the individual's identity and confirm the individual's authority as an authorized signatory for the Contractor on this date:

\_\_\_\_\_, 20 \_\_\_\_.

AFFIX CORPORATE SEAL