

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			
Lowell Police Department 50 Arcand Drive Lowell, MA 01852			
Chief's Last Name	First	Middle Initial	
Lavallee	Kenneth	E.	
E-Mail Address	Telephone	Fax	
KLavallee@lowellma.gov	(978) 937-3225	(978) 446-7202	
Grant Contact Last Name	First Name	Middle Initial	Title
Ball	Jennifer	L.	Director of Research and Development
E-Mail Address	Telephone	Fax	
JBall@lowellma.gov	(978) 446-7219	(978) 446-7202	
Applicant Profile			
Does your department currently have any ALPR units in use? If so, how many?		Yes, 1	
Number of full-time officers		222	
Number of part-time officers		0	
What is the population of your community according to the 2009 census?		104,390	
How large is your community (square miles)?		14.5 square miles	

Problem Identification

Category	2007	2008	2009
Number of unlicensed motorist citations	380	467	572
Number of uninsured motorist citations	100	123	109
Number of operating with a suspended license citations	270	326	440

Number of operating with a suspended license arrests	162	207	266
Number of stolen vehicles reports	482	463	508
Number of stolen vehicle arrests*	2	7	11

*Please note in order to charge someone with the larceny of a motor vehicle, an officer or eyewitness must have seen the individual in the act of actually stealing the motor vehicle, which is an unusual occurrence. Therefore, the numbers for stolen vehicle arrests are small. In order to obtain a more accurate picture of the number of individuals arrested in conjunction with a stolen motor vehicle, the LPD also analyzed the number of individuals that were arrested for receiving/buying/possessing or concealing a motor vehicle, which are the charges that are most likely to result after the larceny of a motor vehicle. The numbers are as follows – 2007: 40; 2008: 48; and 2009: 31.

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 Lowell Police Department (LPD) has a long history of participating in highway safety initiatives, particularly those funded through the Executive Office of Public Safety and Security’s Highway Safety Division. The following section highlights the LPD’s recent traffic enforcement-related initiatives.

Highway Safety Division-funded Mobilizations

For several years, the department has received funding to conduct traffic mobilizations throughout the year. These mobilizations have included “Click it or Ticket”, “Road Respect”, and “Drunk Driving. Over the Limit. Under Arrest.” From 2007-2010, these mobilizations resulted in approximately 4,100 citations being given to motorists. In addition to the mobilizations funded through EOPSS, the LPD has also collaborated with the Massachusetts State Police and their BAT Mobiles on several occasions, setting up sobriety checkpoints across the city. From 2007 to November 2010, 22 joint sobriety checkpoints in Lowell resulted in 292 operating under the influence arrests.

Additional Highway Safety Division-funded Initiatives

The LPD has also been fortunate to receive funding under the Child Passenger Safety Seat and the Bicycle Helmet grant programs. Over the years, the LPD has given hundreds of child passenger safety seats and bicycle helmets to Lowell residents in need. The LPD has distributed the child passenger safety seats through our own Child Passenger Safety Seat Checkpoints, which are typically held twice a year. These events teach parents the importance of having an up-to-date seat, as well as how to properly install the seat. The LPD has also distributed these seats to local hospitals and other healthcare providers that work with families in need. In the past, the LPD has also worked with agencies that provide assistance to teen parents, who are often experiencing severe financial difficulties, and provided them with a free child passenger safety seat. The LPD distributes the bicycle helmets received through the EOPSS-Highway Safety Division to

the community through Safety Nights at local schools and during Bicycle Rodeos. Similar to the Child Passenger Safety Seats, the LPD has donated the helmets to local hospitals, who provide them to youth who come to the hospital for a bike-related injury.

In 2009, the LPD was chosen to receive a Pedestrian, Bicycle and Moped Safety grant. Through this grant, the LPD was able to utilize funding to hire two officers for four-hour shifts a few times a month to conduct directed enforcement patrols in the Downtown area of the city. This is one of the busiest locations in the city, especially after high school dismissal. Approximately 4,000 students converge into the Downtown area each weekday afternoon. As a result, there are often hundreds of students jaywalking, as well as motorists who violate traffic laws, including failing stopping for pedestrians in crosswalks. This grant increased the safety of all motorists, bicyclists and pedestrians in the Downtown area and increased their awareness of the importance of following traffic/pedestrian laws.

Aggressive Traffic Enforcement Efforts

Road safety has long been a priority of the LPD. In fact, in 2005, a young soon-to-be mother and her unborn baby were killed after an accident on the Lowell Connector that was caused by two drivers drag racing. This tragic accident highlighted the need for more aggressive traffic enforcement efforts on this dangerous stretch of road. In addition to aggressive enforcement on the Lowell Connector, the volume of traffic on other roadways in the city has posed significant traffic concerns in recent years. In fact, according to the Northern Middlesex Council of Governments (NMCOG) between 1995-2006, Lowell experienced a 9% increase in traffic growth.¹ Reviewing regional traffic volume data in 2009, NMCOG found that Lowell was home to 9 of the top 10 busiest roads in the region. In fact, approximately 371,000 cars travel through these 9 locations on a daily basis.²

As a result of the recent aggressive enforcement efforts, over 25,000 citations were written by Lowell Police officers in 2009, a 24% increase from 2007. Specifically, comparing 2007 to 2009, there has been a 51% increase in unlicensed motorist citations, a 9% increase in the number of citations given to uninsured motorists, a 63% increase in the number of suspended license citations and a 64% increase in the number of individuals who have been arrested because of a suspended license. Additionally, the number of individuals cited for operating after license revocation has increased 48% from 2007 to 2009. The number of arrests made for operating under the influence also increased 66% from 2007 to 2009. During this same time period, accidents have decreased 8 percent.

Automated License Plate Reader

In addition to the aggressive traffic enforcement efforts, the LPD utilized grant funding to purchase an Automated License Plate Reader in 2010. The equipment was online by May 2010. The LPD currently has approximately 12 officers trained in the use of this device.

¹Northern Middlesex Council of Governments. "Regional Traffic Volume Report: 2009 Edition." Available at <http://www.nmcog.org/traffic%20counts/2009%20NMCOG%20Traffic%20Count%20Report.pdf>

²Northern Middlesex Council of Governments. "Transportation Plan for the Northern Middlesex Region 2007-2030." Available at <http://www.nmcog.org/Tran%20Plan%20update%202030/2007-2030%20RTP.pdf>

This machine is an invaluable tool. First, this advanced technology is able to scan approximately 3,000 license plates in one eight hour shift, which would simply not be feasible for an officer. To date, the main contribution of the ALPR has been taking unregistered and unlicensed vehicles off the road. This has resulted in an increase in citations and fines. When a motorist is driving an unregistered vehicle or is an unlicensed operator, the vehicle is towed, resulting in an increase in tow fees for the city. Presently, the Lt.-in-charge of the Traffic Division is working with the City of Lowell Parking Department to create an outstanding parking ticket database. Once this information is connected to the ALPR, the LPD could also utilize the device to track down those in the city that have evaded their outstanding parking ticket fines. Furthermore, the Lt.-in-charge of the Traffic Division is also working to get access to the city's outstanding excise tax database. An individual is able to get their car registered even if they have yet to pay their excise tax. Therefore, the registration remains active for two years, although it is deemed non-renewable without the excise tax payment. No action can be taken against these individuals until their registration expires after two years. The LPD and the City of Lowell are working on getting a City Ordinance approved that would allow vehicles with outstanding excise taxes to be towed and impounded until the amount is paid. The LPD is hopeful that the ALPR will greatly assist the department to increase the number of residents that are identified for non-payment of excise taxes and parking ticket fines.

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

January 2011: Receive grant. Receive signed contract from EOPSS.

Early February 2011: Draft purchase order request and submit to Finance Department. Send purchase order to MHQ.

Early March 2011: Receive ALPR device. Device will go online immediately, as the LPD already has the server in place, as well as a trained administrator (Lt.-in-charge of Traffic Division). Furthermore, 12 LPD officers are already trained in the use of the equipment. While the LPD will immediately deploy the ALPR in early March, throughout the entire month the Lt.-in-charge of Traffic will work to increase the number of officers who are trained in the use of the ALPR. The LPD will hold our own trainings at the Lowell Police Training Institute for other interested LPD officers.

Early April 2011: The LPD hopes to have at least 35 officers trained in the use of the ALPR. The department will strive to have the unit deployed everyday for a minimum of 4 hours.

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

The LPD would like to deploy the unit on a consistent and frequent basis. The Lt.-in-charge of the Traffic Division will strive to deploy the unit each day for approximately 4

hours. This device is an extremely valuable investigative and enforcement tool. Therefore, while the LPD is in the process of receiving our second ALPR, the department will focus on increasing the number of officers that are trained to use this equipment. By increasing the number of officers who are trained to use the device, the LPD will also be able to increase the number of days and hours the equipment is in use. In addition to being extremely useful for identifying motor vehicle violations, the ALPR can also assist the LPD to track down individuals with outstanding warrants, stolen cars, sex offenders in violation and those wanted in connection with Amber Alerts. As previously mentioned, the Lt.-in-charge of the Traffic Division is working with the City of Lowell Parking Department to create an outstanding parking ticket and excise tax database.

While the ALPR will be primarily be deployed throughout the entire city, the department will also explore the possibility of using the equipment on certain days to target a specific neighborhoods in the city. The LPD has used this tactic with our current ALPR, particularly within the Centralville neighborhood of the city. Historically Centralville has enjoyed a relatively low crime rate, however, in recent years Centralville has experienced a precipitous increase in crime. Analysis has indicated that drug use has fueled a significant portion of the crime in this neighborhood. As a result, Centralville is currently the focus of an innovative initiative that is currently underway which is known as the Lowell Violence Reduction Initiative (LVRI) Phase II. The LPD is able to utilize federal grant funds to increase police visibility in this neighborhood. These officers have been assigned to target chronic offenders who are committing crimes in the neighborhood. To complement the efforts of these officers the ALPR has been deployed in the evening hours in specific hot spot locations in Centralville. The LPD is working to determine if this has yielded positive results. If deploying the ALPR in hot spot locations has been shown to be effective, the department may utilize the APLR on specific days, at specific times in identified hot spot locations in the future.

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

The LPD has extensive experience with ALPR equipment. The Lt.-in-charge of the Traffic Division, Timothy Crowley, currently serves as the ALPR administrator. Each day he obtains information from the NCIC databases and utilizing a thumb drives plugs the database information into the ALPR. The Lt., along with 12 other LPD officers are trained in the use of this machine. At the conclusion of each ALPR deployment, the Lt. downloads all the license plate numbers that were scanned throughout the deployment into a database on his computer. Therefore, the LPD is able to keep track of every license plate scanned during each deployment.

The LPD will work to increase the number of officers trained in this technology. The LPD is home to the Lowell Police Training Institute, which provides in-service training to over 1,200 officers from surrounding police departments each year. The LPD also offers several specialty training courses throughout the year. The Lowell Police Training Institute has the space and resources necessary for the LPD to increase the number of officers trained in this technology.

The LPD also has a trained Management Information Systems (MIS) staff, which consists of two sworn officers and one civilian staff member. Each of these individuals has extensive experience with computers, servers and law enforcement-specific technological equipment. Officer Robert Reyes set up the current ALPR and the accompanying server and in the event that the LPD receives funding from EOPSS to purchase an additional device, he will be assigned to implement the new equipment and get it online.

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).

Goal 1: Increase the number of LPD officers trained in the use of ALPR technology to 35 officers by May 30, 2011.

Objective 1a: Host trainings at the LPD's Training Institute.

Objective 1b: Assign officers to attend these trainings.

Goal 2: Increase unlicensed motorist violations by 25% over 2009 levels by September 30, 2011.

Objective 2a: Utilize grant funds to purchase ALPR.

Objective 2b: Train officers in the use of the ALPR.

Objective 2c: Deploy ALPR each day for a minimum of 4 hours a day.

Objective 2d: Run license plates that have been targeted as a "hit" by the ALPR.

Objective 2e: Cite and/or arrest those in violation.

Goal 3: Increase uninsured motorist violations by 25% over 2009 levels by September 30, 2011.

Objective 3a: Utilize grant funds to purchase ALPR.

Objective 3b: Train officers in the use of the ALPR.

Objective 3c: Deploy ALPR each day for a minimum of 4 hours a day.

Objective 3d: Run license plates that have been targeted as a "hit" by the ALPR.

Objective 3e: Cite and/or arrest those in violation.

Goal 4: Increase suspended license violations by 25% over 2009 levels by September 30, 2011.

Objective 4a: Utilize grant funds to purchase ALPR.

Objective 4b: Train officers in the use of the ALPR.

Objective 4c: Deploy ALPR each day for a minimum of 4 hours a day.

Objective 4d: Run license plates that have been targeted as a “hit” by the ALPR.

Objective 4e: Cite and/or arrest those in violation.

Goal 5: Increase operating after license revocation by 25% over 2009 levels by September 30, 2011.

Objective 5a: Utilize grant funds to purchase ALPR.

Objective 5b: Train officers in the use of the ALPR.

Objective 5c: Deploy ALPR each day for a minimum of 4 hours a day.

Objective 5d: Run license plates that have been targeted as a “hit” by the ALPR.

Objective 5e: Cite and/or arrest those in violation.

Goal 6: Utilize ALPR database for future investigations.

Objective 6a: Download all scanned license plate upon completion of each deployment.

Objective 6b: Increase awareness of detectives of the ALPR as an invaluable investigative tool.

Objective 6c: Review and analyze database during investigations.

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).

In order to determine the effectiveness of the ALPR, the LPD will compare data before and after the ALPR has been implemented. Since the LPD received an ALPR in 2010, the department will first review data from April 1, 2009 – September 30, 2009 (before any ALPR use) and compare it to data obtained from April 1, 2011 – September 30, 2011 (after ALPR use). Since the LPD initially implemented the first ALPR equipment in May 2010, the LPD will also review data from May 1, 2010 – September 30, 2010 compared to May 1, 2011 – September 30, 2011 to determine whether the department has increased

motor vehicle-related citations and arrests. In addition to a significant increase in citations between 2009 and 2011, the LPD expects there to be an increase in citations between 2010 and 2011, as we will have two ALPR machines activated in 2011.

The LPD will also work to determine if the citations and arrests that resulted because of the ALPR can be quantified separately. This will illustrate how many arrests and citations were directly related to the ALPR and thus the department can obtain an understanding on what percentage of total citations and arrests were the result of the equipment.

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 LPD has had an ALPR online since May 2010. To date the LPD has scanned approximately 60,000 license plates. As previously mentioned, in addition to being extremely useful for identifying motor vehicle violations, the ALPR can also assist the LPD to track down individuals with outstanding warrants, stolen cars, sex offenders in violation and those wanted in connection with Amber Alerts. Furthermore, at the end of each shift, the Lt.-in-charge of the Traffic Division is able to extract all the license plate numbers that had been run during the shift. He inputs that information into a database on his computer. Therefore he has record of every car that was scanned that day, including the license plate number, a picture of the vehicle, details including color, make and model, as well as exactly where the car was when it was scanned. This information has the possibility to be extremely useful. For instance, if detectives are conducting an investigation and have a partial plate, the Lt.-in-charge of the Traffic Division could review his database and determine if he has any matches, which could lead to potential identification of the vehicle. Recently, in another Massachusetts town, the police department was able to arrest an individual for arson after a string of fires, the third of which led to the deaths of two victims. The suspects car was located at the scene of each of the incidents by the ALPR, which the department determined by reviewing the database of scanned cars. The suspect has been arrested and charged in connection with the arsons, partly due to the use of the ALPR.

BUDGET TEMPLATE –

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

Please see attached quote from Paul King of MHQ. Please note that because the LPD already has one system in place, it is not necessary for the department to repurchase the software or mapping component. The following cost breakdown does not include the Boss Software or Bing Mapping.

Equipment	Cost/Rate	Total
Federal Signal PIPS Law Enforcement Mobile System Slate Three Camera System PIPS Mobile ALPR system on a police vehicle, including PAGIS in-car and installation on vehicle and software installation and configuration	\$17,350.00	\$17,350.00
Total		\$17,350.00

Total funding requested \$ 17,350.00

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

Item/Service	Quantity	Cost	Total
Ellen Carter, Program Manager – preparation of activity reports	30 hours	\$20/hour	\$600.00
Patrol officer time – ALPR deployments	100 hours	\$40/hour	\$4,000.00
TOTAL:			\$4,600.00

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

The LPD will utilize STEP account funding, which is generated by traffic citations, to pay for future ALPR maintenance and warranty costs.

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 Lowell 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:

Kenneth Lavallee, Superintendent of Police
Authorized Representative Name and Title (please print)

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


Authorized Signature in blue ink

11/1/2010
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 to verify receipt.



QUOTATION

To: Lt. Crowley – Lowell Police	From: Paul G. King
Email/Fax: tcrowley@lowellma.gov	# of Pages: One
Phone:	Date: November 2, 2009
Re: Federal PIPS System	CC:

The following is the quotation you requested regarding the above reference item:

Federal Signal PIPS Law Enforcement Mobile System
Slate Three Camera System
PIPS Mobile ALPR system on a police vehicle including PAGIS in-car and
Installation on vehicle and software installation & configuration

Total Cost \$17,350.00

ADDITIONAL ITEMS

OPTIONAL

PIPS Mobile Maintenance Service – includes PIPS mobile vehicle system plus
PAGIS in car display software

Cost \$1,895.00

If additional concurrent users are required above the one Administrative & User License
additional cost will apply.

PIPS equipment hardware & software are covered by a one year parts & labor warranty.
Extended warranty contracts are available prior to the one year warranty expiring. These
contracts cover the department with upgrades & improvements to the OCR system and software
upgrades.

If you need pricing on these contracts please let me know and I will provide the cost.

401 Elm St, Marlborough, MA 01752 P: (508) 573-2648 F: (508) 573-2748
Email: pking@mhqvehicles.com

*Note: Please allow 7 to 10 business days for installation from time of booking appointment once all parts
are in stock. Estimate only, actual prices to be determined at time of order. Shipping charges additional.

Thank you in advance and if you have any questions please feel free to contact me.

401 Elm St, Marlborough, MA 01752 P: (508) 573-2648 F: (508) 573-2748
Email: pking@mhqvehicles.com

***Note: Please allow 7 to 10 business days for installation from time of booking appointment once all parts are in stock. Estimate only, actual prices to be determined at time of order. Shipping charges additional.**

COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING

Issued May
2004



CONTRACTOR LEGAL NAME :
CONTRACTOR VENDOR/CUSTOMER CODE:

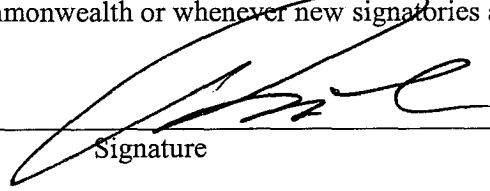
INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In 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
Kenneth Lavallee	Superintendent of Police
Joan Gendron	Budget Director

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: 11/1/10

Title: City Manager, City of Lowell

Telephone: (978) 970-4000

Fax: (978) 446-7202

Email: BLynch@lowellma.gov

[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

Issued May
2004



CONTRACTOR LEGAL NAME :
CONTRACTOR VENDOR/CUSTOMER CODE:

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): Kenneth Lavallee

Title: Superintendent of Police

X *Kenneth Lavallee*

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, *Gail A. Pauliat* (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:

11-02, 20 10.

My commission expires on: 11-26-15

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

COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING

Issued May
2004



CONTRACTOR LEGAL NAME :
CONTRACTOR VENDOR/CUSTOMER CODE:

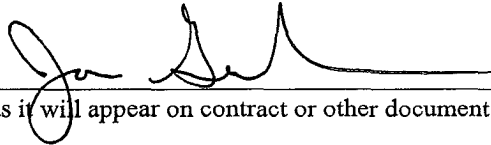
PROOF OF AUTHENTICATION OF SIGNATURE

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): Joan Gendron

Title: Budget Director

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, Gail A. Poirier (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:

11-02-, 20 10.

My commission expires on: 11-26-15

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

LOWELL POLICE DEPARTMENT



GENERAL ORDER NO. 403		DEPARTMENT MANUAL	
		DATE OF ISSUE: 4/15/03	EFFECTIVE DATE: 5/4/2003
SUBJECT: POLICE VEHICLE OPERATIONS		ISSUING AUTHORITY: Superintendent Edward F Davis	
REFERENCE (S)	PAGE 1 of 1	<input checked="" type="checkbox"/> NEW	<input type="checkbox"/> AMENDS <input type="checkbox"/> RESCINDS

Distribution: All Sworn

I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures for the maintenance and safe operation of police vehicles, the use of safety belts, and collisions involving Department vehicles.

II. POLICY

It is the policy of the Lowell Police Department that all police vehicles shall be operated in accordance with the law, and in a safe, courteous and careful manner. Police vehicles are conspicuous symbols of authority, and the actions of police drivers are observed by many. Each officer has a duty to set a positive example for others.

III. DEFINITIONS

- A. Collision: Any movement of a vehicle or its load that results in death, personal injury, or property damage.
- B. Emergency Vehicle: A vehicle owned by a police or fire Department or ambulance/rescue service, outfitted with emergency warning lights and siren.
- C. Emergency Response: A response by the driver of an emergency vehicle to an urgent call for immediate police assistance where there is a clear and present danger of actual or potential physical injury or death.

IV. PROCEDURES

- A. Markings and Emergency Equipment.

SUBJECT: POLICE VEHICLE OPERATIONS	Page of 2
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1. All patrol vehicles shall be conspicuously marked as Lowell police vehicles, as directed by the Superintendent, and shall at a minimum include:
 - a. A roof mounted emergency light bar,
 - b. Siren,
 - c. Radio,
 - d. Spot, alley, and/or "take down" lights.
2. All patrol vehicles shall be equipped with a rear door lock and window release that can only be operated from the front compartment.
3. Unmarked cars shall be equipped with radios, sirens, and emergency lights mounted in such a manner that they are inconspicuous when not in use.

B. Operation of Vehicles.

1. While operating any police vehicle, Department members shall have a valid driver's license, and shall not operate a Department vehicle with an expired, suspended or revoked driver's license.
2. Members shall operate a vehicle in compliance with motor vehicle laws and traffic regulations, in a reasonable and safe manner, and by exercising due caution, safety, and defensive driving techniques, and good judgment.
3. Prior to using a Department vehicle, the member shall conduct a thorough exterior and interior inspection of the vehicle, which shall be repeated at the end of each tour of duty. A written vehicle inspection report shall be submitted. (Attachment)
4. No member shall be required to operate a police vehicle that is in apparent unsafe condition, until it has been repaired. Apparent mechanical defects shall be promptly reported.
5. Vehicles shall be kept clean during each use, and shall be fueled at the end of the tour of duty.

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6. No member shall operate any special purpose police vehicle that they have not been trained to operate. (See GO 403.2)
7. All operators shall exercise careful observation of surrounding conditions before turning or backing a vehicle.
8. Vehicles shall be parked in a safe manner, using the four-way hazard flashers or parking lights, when warranted, to warn other drivers.
9. No person shall be permitted to ride as a passenger in Department vehicles, unless s/he is assigned to such vehicle, or when it is necessary for the proper performance of duty, or as authorized by the Superintendent. All Department personnel assigned as passengers in Department vehicles shall be responsible and accountable for:
 - a. The maintenance of a clean interior of the vehicle. Passengers shall also sign the inspection sheet.
 - b. Following proper communications procedures. Messages shall be brief, concise, and professional in tenor and tone.
 - c. Responding to an initial transmission from the Commanding Officer / Officer-in-Charge, Communications Center or Supervisor, the assigned partner or passenger, if present, shall state the cruiser number or designation, the location and status of the vehicle.
 - d. Submitting a complete written report promptly through the Commanding Officer to the Superintendent in the case of a
 - e. collision involving a Department vehicle in which the member was the driver or a passenger, with the knowledge that any evasive, distorted, incomplete, or incorrect reporting shall result in disciplinary action.
10. When it is necessary to transport civilians in a Department vehicle, the driver shall:
 - a. Inform a supervisor of the circumstances of the transport, the number of passengers, and vehicle utilized.

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- b. Notify the Communications Center of a transport of passenger(s).
 - c. Give the starting and ending mileage to the Communications Center when transporting members of the opposite sex in police vehicles.
 - d. Dispatchers shall log the start and end time, the number of passengers, the officer and vehicle number, and starting and ending mileage, if applicable.
11. No Department vehicle shall be used to push another vehicle, nor shall a Departmental vehicle be towed by another vehicle, other than those authorized by Department policy or procedure. If the vehicle is equipped with battery jumper cables, caution shall be exercised to connect only positive (+) to positive and negative (-) to negative terminals when using the cables, to avoid damage to vehicle electrical systems.
- ~~12. When leaving the vehicle unattended, the operator shall remove the key from the vehicle, and lock the vehicle. The radio and other electrical equipment shall be turned off, and any external radar antenna removed when leaving the vehicle for extended periods of time.~~

C. Emergency Responses:

1. During emergencies, officers shall operate their vehicles in compliance with **M.G.L. Ch 89, S. 7 & 7B, and Ch 90 as amended**. Even at such times, the driver of an emergency vehicle is not released from civil or criminal liability for the reckless failure to drive with due care for the lives and safety of other users of the highway.
2. When responding to emergencies, lights and siren shall be used whenever the vehicle is being operated in excess of the posted speeds.
3. The nature of certain crimes-in-progress calls may call for the siren to be discontinued upon close approach to the scene, in which case caution and an appropriate reduced speed shall be exercised.

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4. Drivers shall recognize the variable factors of weather, traffic volume, road surface conditions and contour, pedestrians, the confluence of intersections, rail crossings, and other conditions which directly affect the safe operation of the vehicle, and shall drive at an appropriate speed to keep the vehicle under control, so that it can be brought to a safe stop without colliding with any other object.
5. Upon approaching a school bus displaying flashing red lights, the driver responding under emergency conditions shall stop. The driver may only continue when the bus driver has turned off the flashing red lights and it is safe to do so.
6. Upon approaching a red traffic light, a stop sign, or a railroad crossing, the driver responding under emergency conditions shall stop the vehicle to avoid colliding with other vehicles or pedestrians and shall not proceed unless it is safe to do so.
7. ~~Emergency vehicle pursuits are covered in G.O. 404.~~ Officers shall become thoroughly familiar with its contents.

C. Safety belts.

1. The use of safety belts has a significant effect on reducing the number of deaths and the severity of injuries resulting from traffic collisions, and can assist officers in maintaining proper control of their vehicles. Current law exempts the police from wearing seat belts but officers are encouraged to make use of them.
2. Safety belts should be worn by the operator and any passengers in all vehicles owned, leased or rented by the Department. The driver of the vehicle should ensure compliance by all occupants of the vehicle.
3. If it becomes necessary to transport a child, except in an emergency where none is available, the child shall be properly secured in a child safety seat.
4. No person shall modify, remove, deactivate or otherwise tamper with the vehicle's safety belts or air bags, except for authorized vehicle maintenance and repair.

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V. COLLISIONS INVOLVING DEPARTMENT VEHICLES

- A. Collisions or any damage or injury resulting from the movement of Department vehicles shall be reported immediately to the police agency having jurisdiction where the collision occurred.
- B. Any necessary assistance shall be rendered to other persons involved.
- C. The Officer-in-Charge shall immediately be notified of the incident, and shall then assign a Superior Officer not involved in the collision, to go to the scene to conduct a thorough and complete investigation, regardless of the severity of the incident.
- D. Officers shall not move Department vehicles prior to the arrival of the superior officer.
- E. The driver of the Department vehicle shall cooperate fully with the police agency having jurisdiction, and shall submit a collision report for inclusion with the investigation report completed by the investigating officer. The investigation report shall be forwarded to the Superintendent through the operator's Commanding Officer.
- F. The Commanding Officer shall forward all reports relating to the incident to the Superintendent, along with a written report setting forth any recommended findings and actions to be taken in the matter.
- G. The Superintendent shall review all such reports and take appropriate action to determine if the collision was preventable. A preventable incident may result in the initiation of disciplinary proceedings, remedial training, formal or informal counseling, or some combination thereof.
- H. A copy of the collision report shall also be sent to the City's liability and property damage insurance carrier.
- I. Operators are hereby cautioned that any liability resulting from their operation of Department vehicles may be subject to tort damages above those for which the City is responsible, in tort claim actions that may be beyond the City's control.