

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

COPY

**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			
<b>Peabody Police Department</b>			
<b>6 Allens Lane</b>			
<b>Peabody, MA 01960</b>			
Chief's Last Name <b>Champagne</b>	First <b>Robert</b>	Middle Initial <b>L</b>	
E-Mail Address <b>chief@peabodypolice.org</b>	Telephone <b>978-538-6308</b>	Fax <b>978-538-6335</b>	
Grant Contact Last Name <b>Patermo</b>	First Name <b>Vincent</b>	Middle Initial	Title <b>Sergeant</b>
E-Mail Address <b>vpatermo@peabodypolice.org</b>	Telephone <b>978-538-6363</b>	Fax <b>978-977-9795</b>	
<b>Applicant Profile</b>			
Does your department currently have any ALPR units in use? If so, how many?		<b>No</b>	
Number of full-time officers		<b>100</b>	
Number of part-time officers		<b>6</b>	
What is the population of your community according to the 2009 census?		<b>51357</b>	
How large is your community (square miles)?		<b>16.9</b>	

**Problem Identification**

Category	2007	2008	2009
Number of unlicensed motorist citations	438	359	344
Number of uninsured motorist citations	253	232	134
Number of operating with a suspended license citations	288	253	188

Number of operating with a suspended license arrests	199	171	104
Number of stolen vehicles reports	88	112	80
Number of stolen vehicle arrests	24	26	17

**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 Peabody Police Department has taken part in numerous Highway Safety initiatives since 1998. They include the CPS, Bicycle Safety, Bicycle Helmet Distribution, Click It or Ticket and Over the Limit Under Arrest initiatives. The Peabody Police Department has been awarded every Traffic Enforcement Grant (Click It or Ticket and Over the Limit Under Arrest) applied for since 1998.**

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

**If selected, we would purchase the unit in January 2011 for immediate deployment as we already have an officer trained in the use of the ALPR. This officer is also a member of NEMLEC (North Eastern Massachusetts Law Enforcement Council) and has completed two evaluations of the ALPR for NEMLEC. His training and experience in the use of the ALPR provides the Peabody Police Department with an opportunity for immediate full time deployment of the ALPR.**

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

**If awarded an ALPR unit, it would be deployed a minimum of 8 hours per day and a minimum of 5 days a week. It would be utilized in our traffic vehicles which devote all of their time to traffic related enforcement.**

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

**Since one of our officers has recently evaluated the ALPR in one of our traffic units, we found that our on-board laptop computers are compatible with the unit software and easily interface with our computer system. The Peabody police Department has an in-house IT unit which is readily available to rectify any issues which might arise with the technical applications of the ALPR unit.**

**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).

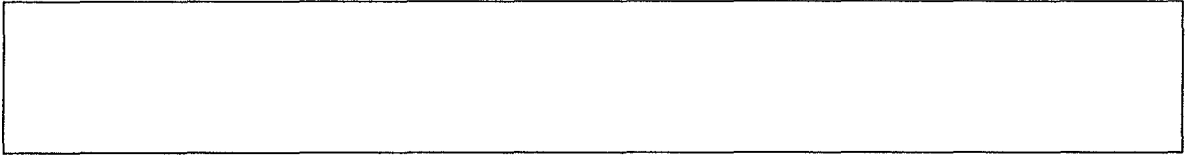
**The experience we have had with the previous short term use of an ALPR reader has given us a realistic outlook of the capabilities of just one officer using the ALPR unit on a fulltime basis. Our projected time line would be for a one year period starting with the initial deployment of the unit and compared with the same time period for the previous year. We feel that 30% increase in the number of Unregistered, Uninsured and Revoked Registrations violations is a realistic attainable goal. We would also expect to see a 20% increase in warrant arrests incident to motor vehicle stops initiated by the use of the ALPR during that same time period.**

**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).

**We would evaluate data from the time period the ALPR was used to same time period for the previous year without an ALPR and determine the best areas for the deployment of the unit. We could also utilize this data to determine the optimal times and days for ALPR effectiveness such as during peak traffic times on any of the four highways which run through the City of Peabody.**

**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).

**Peabody is a city comprised of over 500,000 residents in a 16+ square mile area that has a major traffic presence due to the proximity of four highways that pass through Peabody which include Route 95, Route 128, Route 114 and Route 1. The center of Peabody incurs dramatic traffic increase during commuter hours from Salem residents passing through Peabody to access Route 128 or Route 95. The Northshore mall in Peabody is one of the largest malls in New England and attracts shoppers from all over the North Shore area. The mall provides another opportunity for the effective use of the ALPR and has already garnered the approval of mall management after successful use of the ALPR at the mall during our evaluation period.**



## 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>
<b>Mobile License Plate Reader Model MPH-900X2AD3</b>	<b>\$16,350</b>	<b>\$16,350</b>
<b>Total</b>		<b>\$16,350</b>

Total funding requested \$ 16350

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>
<b>Extra Car Kit</b>	<b>1</b>	<b>\$335</b>	<b>\$335</b>
<b>Operations Center License</b>	<b>1</b>	<b>\$600</b>	<b>\$600</b>
<b>Court time associated with ALPR activity</b>		<b>\$1701.12</b>	<b>\$1702.12</b>
<b>Supervisor time and preparation of activity reports</b>		<b>\$697.60</b>	<b>\$697.60</b>
<b>Dept web page update</b>		<b>\$475</b>	<b>\$475</b>
<b>Cruiser maintenance</b>		<b>\$600</b>	<b>\$600</b>
<b>Printing of public info material</b>		<b>\$110</b>	<b>\$110</b>

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

**The Peabody Police Dept budget has a Line item for Traffic expenses for computers and technology.**

**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 PEABODY 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:

Martin L Cochar DEP. Chief

Authorized Representative Name and Title (please print)

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

M L Cochar

Authorized Signature in blue ink

Nov 29 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.

COMMONWEALTH OF MASSACHUSETTS  
CONTRACTOR AUTHORIZED SIGNATORY LISTING

Issued May  
2004

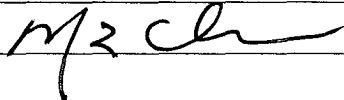


CONTRACTOR LEGAL NAME :  
CONTRACTOR VENDOR/CUSTOMER CODE:

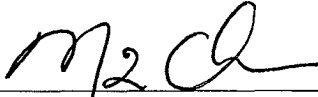
**INSTRUCTIONS:** Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. 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
	DEPUTY CHIEF

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: NOV 29 2010

Title: Deputy Chief

Telephone: 978 538 6325

Fax: 978 538 6332

Email: MCOHANE@PEABODYPOLICE.ORG

[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):

Title: DEPUTY Chief

X Mr. CO  
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, Nancy A. Delaney (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:

Nov. 29, 20 10.

My commission expires on: May 11, 2012

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



# PEABODY POLICE

DEPARTMENT MANUAL

## CHAPTER - 38.0

DATE OF ISSUE  
08/01/01

EFFECTIVE DATE  
08/15/01

**SUBJECT:**  
THE PATROL VEHICLE

**ISSUING AUTHORITY:**

**REFERENCE(S):** CALEA 41.3.1 41.3.2  
41.3.3

**PAGE**  
1 of 5

NEW     AMENDS     RESCINDS

### 38.1 GENERAL CONSIDERATIONS AND GUIDELINES

To a police officer, the patrol vehicle serves as one of the most necessary and important tools required for proper performance of duties. It is an office, a method of public access, a transport vehicle, storage and resource facility, and a communications center. As such, it becomes the dual responsibility of the officer and the Department to ensure that the vehicle is conspicuous in its markings, operationally safe, mechanically maintained, and equipped both internally and externally with the devices, which ensure this proper performance.

All vehicles used in routine or traffic patrol, for selective enforcement, and prisoner transportation shall meet the criteria outlined in this policy. The Department is responsible for providing the equipment and maintenance, and those assigned to operate the vehicle are responsible for the proper care of the vehicle and its equipment, and for notification of need for repair or replacement. (41.3.2)

In order to help ensure that the criteria is being met, all officers assigned to Patrol shall inspect their vehicle prior to operation, including the trunk, making note of any missing or damaged equipment or previously unreported exterior or interior damage to the vehicle. (41.3.2) Information uncovered shall immediately be reported to the Watch Commander through the Patrol Supervisor. All officers assigned a cruiser are responsible for filling the gas tank (prior to completing the shift) at the Public Services Garage by using his/her assigned personal gas card. The correct vehicle mileage indicated at that time shall be entered into the Gas Boy unit. When personal cards

are damaged or lost the Facility/or Fleet Commander will replace them. The Patrol Sergeants as assigned by the Watch Commander will formally inspect cruisers weekly. The "Cruiser Checklists" shall be returned to the Patrol Sergeants and the Watch Commander will handle any discrepancies.

### 38.2 PROCEDURES

- 38.2.1 EXTERIOR EQUIPMENT & MARKINGS:** All patrol vehicles shall be conspicuously marked, "Peabody Police Dial 911", and shall prominently display the cruiser number(s). Each patrol vehicle shall have an emergency light bar with blue lights on the roof (with the exception of low-profile vehicles), a siren, loud speaker system, alternating flashing headlights (Wig-Wags) for daytime use, and a set of alley lights for nighttime use. (41.3.1) All lettering shall be of reflectorized paint or material. One patrol vehicle shall be reserved for exclusive use of the Watch Commander and shall be conspicuously marked, "WATCH COMMANDER". One or if possible two other patrol vehicle shall be reserved for the exclusive use of the Patrol Supervisor and shall be conspicuously marked, "PATROL SUPERVISOR".
- 38.2.2 INTERIOR EQUIPMENT:** All patrol vehicles shall be equipped internally with a complete BAPERN radio transceiver, a strong interior white or red dome light, a metal cage which separates the front and rear compartments and a shot gun mounted on the cage behind the operator. Some vehicles may be equipped with hand-held radar units, mobile data computers, LOJACK vehicle recovery systems and mobile video recording equipment.
- 38.2.3 TRUNK EQUIPMENT:** All patrol vehicles shall carry the following items in the trunk: (41.3.2)
- A. An "Emergency Medical Jump Kit", which is replenished after each use (see 38.2.6);
  - B. A minimum of twelve (12) road flares;
  - C. A blanket stored in a plastic bag;
  - D. A fire extinguisher;
  - E. A water rescue ring for potential water rescues;
  - F. A flack jacket;
  - G. A riot helmet;
  - H. A roll of crime scene preservation tape;
  - I. Box of latex gloves for emergency medical use and/or evidence collection.
  - J. Reflective traffic safety vest

NOTE: The Fire department responds to all motor vehicle collision scenes. Their vehicles contain all necessary extrication devices and equipment.

- 38.2.4 PRISONER TRANSPORT UNITS:** Only marked vehicles equipped with "cages" separating the front and rear compartments will normally be used for transporting prisoners. Vehicles without "cages" may only be used in emergency situations with prior authorization from the Chief, Patrol Commander, or Watch Commander.
- 38.2.5 MANDATORY USE OF SAFETY BELTS** Research clearly indicates that the use of safety belts has a significant effect in reducing the number of deaths and the severity of injuries from vehicular collisions. A police officer's chance of being involved in a motor vehicle collision is greater than that of the general public. The use of safety belts reduces this risk and assists the officer in maintaining proper control of the cruiser in all types of normal and emergency driving.
- 38.2.6** To assure the safety of all personnel, drivers and passengers shall wear safety belts at all times in all vehicles owned, leased, or rented by the department. (41.3.3) This also applies to the operation of privately owned vehicles or other vehicles if used on-duty. It is strongly recommended that all personnel utilize safety belts and their families in vehicles in an off-duty capacity to further reduce the risk of death or injury.

### **38.3 PROCEDURE**

- 38.3.1** Department personnel shall use the safety belts installed by the vehicle manufacturer. They shall be properly adjusted and fastened
- 38.3.2** When operating or riding in any vehicle so equipped while on-duty.
- 38.3.3** Lap belts shall be properly secured in those vehicles equipped with automatic safety belt systems that require the lap portion of the belt to be manually secured.
- 38.3.4** The driver of the vehicle is responsible for insuring compliance by all occupants of the vehicle they are operating. In the event that a child requires

transportation, approved child safety seats are available at the station.

- 38.3.5** No person shall operate a Department vehicle in which any safety belt in the drivers seating position is inoperable.
- 38.3.6** No person shall modify, remove, deactivate or otherwise tamper with the vehicle safety belts except for vehicle maintenance and repair and not without the expressed authorization of the Chief of Police.
- 38.3.7** Personnel who discover an inoperable restraint system shall report the problem on the "Cruiser Check List". Prompt action will be taken to repair or replace the system.
- 38.3.8** Any person under arrest and being transported in a department vehicle is required to be secured in the vehicle by a safety belt in all seating positions for which the vehicle manufacturer provides safety belts. **CAUTION:** Prisoners that are handcuffed in front have the ability to release the handcuffs using the safety restraints latch plate. If an officer encounters an unruly prisoner or if the application of the safety belt may jeopardize the safety of the police officer, prisoners may be transported without the safety belt.
- 38.3.9** An officer working in an undercover capacity may be exempt only if the officer believes the use of the safety belt will compromise his/her identity.
- 38.3.10** When arriving at an emergency call or making a traffic stop, the operator may remove the safety belt just prior to stopping for quick exit. Caution should be exercised to ensure that during the traffic stop, the violator is in fact going to stop. This prevents becoming involved in a pursuit without the use of a safety belt.
- 38.3.11** **DRIVER AND/OR PASSENGER NEGLIGENCE:** If negligence or noncompliance with the requirements of this policy is displayed, appropriate corrective or disciplinary action shall be initiated against the employee.
- 38.3.12** **EMERGENCY MEDICAL JUMP KIT CONTENTS:** The following items are the minimum requirements for the contents of the "Emergency Medical Jump Kit:
- (1) Adult Bag Valve Mask (A-BVM)
  - (1) Pediatric Bag Valve Mask (P-BVM)

- (2) 10"x30" trauma dressings
- (2) 8"x10" combine dressings
- (2) 5"x9" combine dressings
- (10) 4"x4" gauze pads
- (2) Rolls 4" cling
- (10) 1"x3" band-aids
- (2) 6"x9" ice packs
- (1) Full body isolation kit
- (1) Bottle of waterless hand sanitizer
- (1) Roll of 3" tape
- (1) Ice pack
- (2) Pair latex gloves

**38.3.13** Such kits shall be inspected by each officer and Formally inspected by Patrol Supervisors weekly (Sunday) according to Department Police.

**38.3.14** **REPLACEMENT OF MEDICAL JUMP KIT CONTENTS:** Officers should replace items used in the field from North Shore Ambulance personnel prior to leaving the scene. Items not replaced in the field shall be replenished before the officer's tour of duty. If this is not possible, the officer on the next tour shall replace the items needed during inventory at the beginning of his/her tour of duty. The Training Division Supervisor shall maintain stock of all medical jump kit contents needed for replacement.