

COPY

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 Tewksbury Police Department 918 Main Street Tewksbury, Ma 01876			
Chief's Last Name Sheehan	First Timothy	Middle Initial B.	
E-Mail Address tsheehan@tewksbury-ma.gov	Telephone (978) 851-7373 x214	Fax (978) 851-8921	
Grant Contact Last Name Small	First Name Matthew	Middle Initial L.	Title Admin Director
E-Mail Address msmall@tewksbury-ma.gov	Telephone (978) 851-7373 x211	Fax (978) 851-8921	
Applicant Profile			
Does your department currently have any ALPR units in use? If so, how many?		No ALPR units	
Number of full-time officers		55	
Number of part-time officers		50	
What is the population of your community according to the 2009 census?		30593	
How large is your community (square miles)?		21.07	

Problem Identification

Category	2007	2008	2009
Number of unlicensed motorist citations	25	55	74
Number of uninsured motorist citations	28	32	40
Number of operating with a suspended license citations	50	55	51

Number of operating with a suspended license arrests	24	12	11
Number of stolen vehicles reports	30	36	26
Number of stolen vehicle arrests	6	0	1

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 Tewksbury Police Department has experience with many of the highway safety initiatives in the past, including Click it or Ticket, Safety Helmet Program, Child Passenger Safety Grant and Massachusetts Law Enforcement Challenge. The Tewksbury Department has been completing all crash reports electronically using the Departments Records Management System (TriTech) since August 2006 and since January 2008 all crash reports have been electrically submitted to the state using the Departments Records Management System (TriTech).

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

January 2011

Receive funding for the 2011 Automated License Plate Reader Grant Program.

Identify the Police Cruiser best suited to receive the ALPR.

Order equipment from certified vendor (Adamson Industries). Vendor anticipates a 4 week lead time before receiving equipment ordered and at least one day for installation.

February 2011

Deliver the best suited Police Cruiser to Adamson Industries.

Take delivery of ALPR equipped Police Cruiser from Adamson Industries.

Initiate training of the Training Officers.

March 2011

Training Officers will begin to train all Patrol Officers in the use of the ALPR.

April 2011

ALPR equipped Police Cruiser will be designated as the primary vehicle to be assigned to each shift.

May 2011

ALPR equipped Police Cruiser will be designated as the primary vehicle to be assigned to each shift.

June 2011

ALPR equipped Police Cruiser will be designated as the primary vehicle to be assigned to each shift.

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

The ALPR will be deployed on all shifts, with the understanding the ALPR has a much high capture rate (95%) during daylight conditions, compared to a capture rate of (70%) at night. The ALPR equipped cruiser will perform the traditional police duties, such as patrolling the Community and responding to calls for service. In addition to the traditional police duties, the ALPR equipped cruiser will be used to combat traffic infractions within the Community. Another feature that can be utilized with the ALPR equipped cruiser will be conducting a parking lot drive through (patrol) in the Community Parks and Schools to monitor for sexual predators. The ALPR cruiser would also be used to conduct a drive through on the many Hotels and Motels in the community to locate individuals with outstanding warrants. Lastly, the ALPR equipped cruiser would be used to conduct surveillance of an area that has an increased incident of theft. The ALPR would be used to collect information on the vehicles in the area. The intelligence gathered by the ALPR from the surveillance may not divulge the suspect or suspects, but may aid in the identification of witnesses to the incident. The Tewksbury Police Department anticipates using the ALPR equipped cruiser as much as possible, at least 16 hours a day or a 112 hours a week.

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

The Tewksbury Police Department employs one full time position, Administrative Director, to oversee all technical systems within the Police Department. The Director has over six (6) years experience with the systems employed at the Tewksbury Police Department this includes TriTech Computer Aided Dispatch, TriTech Records Management, Cingular's Edge mobile data network, CrossMatch finger print system, TrackStar (automatic vehicle locator). The Director is also CORI certified, acts as the CJIS Technical Representative and is involved with the NEMLEC Technical User Group. The Tewksbury Police Department has three 2010 Ford Crown Vics in the fleet, of which two are best suited to receive the ALPR due to the fact the vehicles are equipped with an external light bar, which is requirement to mount the ALPR. The ALPR will be installed on one of the 2010 Ford Crown Vics for two main reasons. First, to reduce the down time due to vehicle repairs. Secondly, each of the 2010 Ford Crown Vics is equipped with new Data911 Mobile Data Terminal; each unit exceeds the ALPR vendors recommended specifications for software and hardware.

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).

1. Increase the number of citations issued for operating with a suspended license by 25% compared to the same time period in 2009.

2. Increase the number of warrant arrests from hotels and motels by 20% compared to the same time period in 2009.

3. Increase the number of citations issued for uninsured motorist by 25% compared to the same time period in 2009.

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).

To evaluate the impact of the ALPR unit, the Administrative Director will prepare, at the end of each month, a monthly progress report using the Department's Records Management System to compare the totals from the same time period in the previous year. The monthly evaluation reports will include the total number of citations issued for operating with a suspended license, citations issued for uninsured motorist and the total number of warrant arrests. Another aspect of the monthly evaluation report will included an activity comparison of the ALPR equipped cruiser versus a cruiser without the ALPR unit. This aspect of the monthly evaluation report will reflect officer initiated calls, such as motor vehicle stops and area checks.

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 Tewksbury is intersected by four major roadways which are Route 93, Interstate 495, Route 133 and Route 38. The Town is heavily traveled by residents, commuters and commercial vehicles. The Northern Middlesex Community of Government (NMCOG) serves nine cities and towns in the northern Middlesex region, including Billerica, Chelmsford, Dracut, Dunstable, Pepperell, Lowell, Tewksbury, Tyngsborough and Westford. Northern Middlesex Community of Government (NMCOG) released the 2009 Regional Traffic Study¹ traffic study report consisting of traffic data gathered by NMCOG and MassDOT. The 2009 Regional Traffic Study ranks the area of I-495 South of Route 133 as the fourth highest in regards to traffic volume in the communities NMCOG represents with a total daily traffic volume of 112,919 vehicles. The 2009 Regional Traffic Study also includes a Traffic Growth Rate for the cities and towns represented by NMCOG. Overall, the NMCOG region saw an annual growth rate of 0.47% during the study period during the 12 year analysis period, during the same study period Tewksbury experienced a 0.77% Traffic Growth Rate², positioning Tewksbury as the second highest annual growth rate within the NMCOG Communities. With the traffic growth rate experienced by Tewksbury, the ALPR would make an invaluable tool for enforcing traffic regulations, investigations and warrant apprehension.

¹ <http://www.nmcog.org/newtrafficcountpage.htm> The 2009 NMCOG Traffic Volume Report Page 8

² <http://www.nmcog.org/newtrafficcountpage.htm> The 2009 NMCOG Traffic Volume Report Page 20

BUDGET TEMPLATE

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

Equipment	Cost/Rate	Total
PIPS Three Camera System	\$19,707.00	\$19,707.00
Warranty (2 Year)	\$1,900.00	\$1,900.00
Total		\$21,607.00

Total funding requested \$ 21,607.00

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
Cruiser Maintenance	1 week / 1 month	\$630.00 / \$2520.00	\$5040.00
Preparation of Activity Reports	6 hours	\$26.12	\$156.72
Preparation of Financial Reports	6 hours	\$26.12	\$156.72
Website	4 hours	\$25.73	\$102.92
			\$ 5456.36

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

The Tewksbury Police Department has a \$3000 per year operating budget to cover the maintenance of all mobile computer equipment, including mobile data terminals and modems. The ALPR unit will fall under this budgeted category.

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.

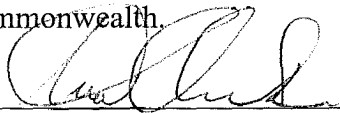
ASSURANCES

The Tewksbury 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:

Timothy B. Sheehan Chief 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

11/29/10

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.

TEWKSBURY POLICE DEPARTMENT

SEAT BELT POLICY CHAPTER 40

General Order Number: 40-98
REFERENCE:
Accreditation Standards: 41.3.4
Mass General Law:

Effective Date: Existing
Pages: 2
Modified: 6/8/00

POLICY:

To establish a policy to assure maximum operator and passenger safety, thus minimizing the possibility of death or injury as a result of motor vehicle crashes. This policy will apply to all personnel operating or riding in Department vehicles.

Research clearly indicates that the use of safety belts has a significant effect in reducing the number of deaths and the severity of injuries resulting from traffic crashes. A law enforcement officer's chance of being involved in a motor vehicle crash is approximately two to ten times greater than that of the general public. The use of safety restraints reduces the risk of death and serious injury and assists officers in maintaining proper control of their vehicles in pursuit and/or emergency high-speed operations.

To assure the safety of all personnel, safety belts **shall** be worn at all times by drivers and passengers in all vehicles owned, leased or rented by the department. This also applies to the operation of privately owned or other vehicles if used on-duty.

PROCEDURE:

- A. Department personnel **shall** use the safety belts installed by the vehicle manufacturer properly adjusted and securely fastened when operating or riding in any vehicle so equipped if used while on-duty.
- B. Lap belts **shall** be properly secured in those vehicles equipped with automatic safety belt systems that require the lap portion of the belt be manually secured.
- C. The operator of the vehicle is responsible for insuring that all prisoners of the vehicle they are operating are securely fastened in seat belts while riding in department vehicles. In the event of a unruly or uncooperative prisoner officers shall call for assistance securing the prisoner in a seat belt before transporting.
- D. No person **shall** operate a Departmental vehicle in which any safety belt in the drivers seating position is inoperable. No person shall be transported in a seating position in which the safety restraint is inoperable.
- E. No person **shall** modify, remove, deactivate, or otherwise tamper with the vehicle safety belts except for vehicle maintenance and repair and not without the express authorization of the Chief of Police.

TEWKSBURY POLICE DEPARTMENT

- F. Personnel who discover an inoperable restraint system **shall** report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.
- G. Any person (s) under arrest and being transported in Department vehicle (s) are required to be secured in the vehicle by a safety belt in all seating positions for which safety belts are provided by the vehicle manufacturer. **Caution:** Prisoners that are handcuffed in front have the ability to release the handcuffs using the safety restraint latch plate.

Driver and/or Passenger Negligence:

If negligence or noncompliance with the requirements of this order shall be displayed, appropriate corrective or disciplinary action **shall** be initiated as prescribed by Department policies.

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): Richard A. Montuori

Title: Town Manager

X *Richard A. Montuori*

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, *Helen M. Chambers* (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:

March 21, 20 *14*. *Helen M. Chambers*

My commission expires on:

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:

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
Timothy B. Sheehan	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: 11/29/10

Title: Town Manager

Telephone: (978) 640-4300

Fax: (978) 640-4302

Email: rmontuori@tewksbury-ma.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.