

New File

GPSC-A1
10/72

Commonwealth of Massachusetts

Committee of Law Enforcement and Administration of Criminal Justice
(Governor's Public Safety Committee)

ACTION GRANT APPLICATION

Application is Hereby Made for a Grant to undertake a Criminal Justice Project Under Title I, Part C, of the Omnibus Crime Control and Safe Streets Act of 1970 (Public Law 91-644, 84 stat. 1880) By

CITY OF CAMBRIDGE

(Insert Name of City, Town, Region, or State Agency)

For the Project titled IMPROVEMENT OF POLICE RECRUIT AND IN-SERVICE

TRAINING

; and numbered 72-01

Project Period

Feb 1, 1974
~~November 1, 1973~~

(Beginning Date)

through

April 1, 1975
~~December 31, 1973~~

(Ending Date)

Continuation of Project

(Former Number)

<p>1. Chief Executive Officer of City, Town, or Agency (name, address, telephone number)</p> <p>Mr. John H. Corcoran City Manager City of Cambridge City Hall Cambridge, Massachusetts</p>	<p>3. Financial Officer (name, address, telephone number)</p> <p>Mr. Authur Libitz City Auditor City of Cambridge City Hall Cambridge, Massachusetts</p>
<p>2. Project Director (name, address, telephone number)</p> <p>Chief James F. Reagan Cambridge Police Department 5 Western Avenue Cambridge, Massachusetts</p>	<p>4. Total Project Budget (Federal and Local Shares)</p> <p>\$126,763.86</p> <p>5. Total Grant Request (Federal Share)</p> <p>\$ 81,279.72</p>

(i) The applicant will comply with and will insure compliance by its contractors with Title VI of the Civil Rights Act of 1964 and all requirements imposed by or pursuant to regulations of the Department of Justice (28 C.F.R. Part 42) issued pursuant to that title, to the end that no person shall, on the grounds of race, color, sex or national origin, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance from the Grantor.

7. This application consists of the following:

GPSC-A1 - Application Face Sheet	Page 1	
GPSC-Ala - Representations	Page 4	
GPSC-Alb - Representations and Signatures	Page 5	
Conditions Applicable to the Fiscal Administration of Grants Under Part C, Title I, of P.L. 90-351.	Pages 6,7&8	
General Conditions Applicable to Administration of Grants Under Part C, Title I, of P.L. 90-351	Pages 9&10	
A-95 Requirements	Pages 11&12	
Directory of Metropolitan & Regional Clearinghouses in Massachusetts	Pages 13 through 19	
Project Description	Form GPSC-A3	Pages 20&23
Project Budget	Form GPSC-A4	Page 24
Project Budget Narrative	Form GPSC-A5	Page 26
Initial Financial Report	Form GPSC-12	Page 28
Cash Forecast	Form GPSC-12h	Page 29
Administration & Finance Cover Letter		Page 30

Attachments: _____

SUBMITTED ON BEHALF OF City of Cambridge
(Name of Applicant, Agency, or Department)

BY: James F. Reagan Date 9-24-73
(Signature)
James F. Reagan Chief of Police
(Typed Name) (Title)

APPROVAL BY SENIOR OFFICER OF UNIT OF GOVERNMENT MAKING APPLICATION

John H. Corcoran Date 9.27.73
(Signature)
John H. Corcoran City Manager
(Typed Name) (Title)

Commonwealth of Massachusetts

Committee on Law Enforcement and Administration of Criminal Justice
(Governor's Public Safety Committee)

PROJECT DESCRIPTION

Name of Applicant: Cambridge Police Department
Project No: 72-01

Project Title:

Improvement of Police Recruit and In-Service Training

Description:

Over the past decade, the Cambridge Police Department has been called upon to shoulder an increasing share of the responsibility for providing training, not only for its own personnel, but also for police officers from 12-15 surrounding cities and towns. Due to the physical and financial limitations of available facilities, the Cambridge Police Academy has found it necessary to limit the number and size of classes and has been unable to optimize its ability in the areas of curriculum development and instruction.

In late 1972, the Cambridge Police Department obtained space for its Academy in the basement of Cambridge City Hospital and, since that time, has been operating in that facility. The space assigned to the academy in this city-owned building is large and adaptable enough to be remodeled into two classrooms, several offices, and a library. The building is in excellent condition and the space presently assigned to the police academy will continue to be so assigned for at least five (5) years, contingent upon the approval of federal monies to remodel the facility.

Within 30 days of grant approval, the processes of hiring and orienting new personnel should be completed. The remodeling of available facilities will require additional time but should be completed within 60 days of approval.

To accomplish these goals and objectives, the Cambridge Police Department proposes to implement a program designed to generally improve police training. The primary thrust of the project will be toward augmenting rather than supplanting present efforts and resources.

By adding to its personnel resources, the Cambridge Police Academy will considerably improve its ability to develop and implement high quality instructional material in all areas of training to be addressed in this project. The employment of a Curriculum Developer/Coordinator, a Research Librarian, and two Secretaries will greatly enhance this effort.

All personnel employed under this project will be responsible to the Project Director, Captain Frank Pisani of the Cambridge Police Department. Under his direction, the Academy staff will be responsible for developing instructional programs and materials, researching special problems, scheduling training programs, and providing instruction when called upon to do so.

The implementation of this project will take place over a period of 14 months with the expectation of continued funding for at least an additional 12 months to support personnel employed under this project.

Once this project is fully operational, with all staff on board and all remodeling completed, the Academy should be able to handle two classes of 25 members each at a time. Thus, it will have the potential to train a large number of officers in a variety of programs and subjects over the period of a year.

Commonwealth of Massachusetts

Committee on Law Enforcement and Administration of Criminal Justice
(Governor's Public Safety Committee)

PROJECT BUDGET

Applicant (name, address, telephone no.) City of Cambridge Cambridge Police Department 5 Western Avenue Cambridge, Mass. 02139 (868-3400)	Project Period: From <u>Nov. 1, 1973</u> To <u>Dec. 31, 1973</u>
	Project Number: 72 - 01

Project Title:

Improvement of Police Recruit and In-Service Training

Summary of Project (Describe the Project, using only the space below):

In this project, the Cambridge Police Department proposes to augment its present training resources with additional staff, equipment and physical resources. The major goals of the project is the overall improvement of the C.P.D.'s ability to upgrade, on a continuing basis, the response capabilities of police officers in the Cambridge area.

Budget

Cost Category	Estimated Cost		
	Federal	Non-Federal	Total
A. Personnel	\$46,979.92		\$ 46,979.92
Regular Law Enforcement B. Personnel		\$45,480.94	\$ 45,480.94
C. Consultant & Contract Services	\$10,000.00		\$ 10,000.00
D. Travel	\$ 1,200.00		\$ 1,200.00
E. Office & Administrative Expense	\$ 5,000.00		\$ 5,000.00
F. Equipment	\$ 8,100.00		\$ 8,100.00
G. Other	\$10,000.00		\$ 10,000.00
TOTALS	\$81,279.72	\$45,480.94	\$126,763.86

PROJECT BUDGET

(14 Months)

<u>Personnel</u>	<u>Federal</u>	<u>NonFederal</u>	<u>Total</u>
Research Librarian	\$11,660.00		\$11,660.00
Curriculum Coordinator	\$15,158.00		\$15,158.00
2 Secretaries @ 7500 per yr.	\$17,490.00		\$17,490.00
1 Captain 100% of time		\$21,932.00	\$21,932.00
1 Lieutenant 50% of Time		\$ 9,590.00	\$ 9,590.00
1 Sergeant 75% of Time		\$11,958.00	\$11,958.00
TOTAL	\$44,308.00	\$43,480.00	\$87,788.00

<u>Fringe Benefits</u>	<u>Federal</u>	<u>Non Federal</u>	<u>Total</u>
Research Librarian	\$ 667.98		667.98
Curriculum Coordinator	\$ 667.98		667.98
2 Secretaries	\$ 1,335.96		\$ 1,335.96
1 Captain		\$ 667.98	667.98
1 Lieutenant		667.98	667.98
1 Sergeant		667.98	667.98
Total Fringe Benefits	\$ 2,671.92	\$ 2,003.94	\$ 4,675.86

<u>C. Consultant and Contract</u>	<u>Federal</u>	<u>Non Federal</u>	<u>Total</u>
Instructional Consults	\$7,500.00	00.00	\$7,500.00
Consultants Evaluation	\$2,500.00	00.00	\$2,500.00
	<u>\$10,000.00</u>		<u>\$10,000.00</u>

D. TRAVEL

1. San Francisco	475.00	00.00	475.00
2. New York City	350.00	00.00	350.00
3. Washington D. C.			
4. Redondo Beach Florida	<u>375.00</u>	<u>00.00</u>	<u>375.00</u>
	<u>\$1,200.00</u>	<u>00.00</u>	<u>\$1,200.00</u>

E. OFFICE AND ADMINISTRATIVE

Supplies	\$5,000.00	00.00	\$5,000.00
Total	<u>\$5,000.00</u>		

F. EQUIPMENT

Automobile	\$3,500.00	00.00	\$3,500.00
Library	\$4,600.00	00.00	\$4,600.00
Total	<u>\$8,100.00</u>	<u>00.00</u>	<u>\$8,100.00</u>

G. Other

Remodelling	\$10,000.00	00.00	\$10,000.00
Total	<u>\$10,000.00</u>	<u>00.00</u>	<u>\$10,000.00</u>

<u>GRAND TOTAL</u>	<u>\$81,279.92</u>	<u>\$45,483.94</u>	<u>\$126,763.86</u>
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Continued

Having been involved with both the Academy and auxilliary police unit for many years his talents in both of these areas are invaluable and critical to the success of the project.

CONSULTANTS:

\$10,000.00

Due to the anticipated requirements of the revised curriculum in each of the various training programs along with significant changes in the instructional format the use of instructional and evaluation staff on a consulting basis is mandatory. The rationale for acquiring these personnel types on a consulting basis is found in both the economic and flexibility aspects of the project. Certain areas in the training programs, such as law and behavioral science, require instructions with significant expertise. Although it would be beneficial to have these resources continuously available during the project it would be economically unsound. In addition to the economic justification is the possibility of ineffective classroom instruction on the part of an instructor. If this should occur the project would need the flexibility of not having to retain a particula person.

The evaluation of a training program requires the knowledge and experience of professional evaluation. It would appear futile to embark on a project such as this without a firm commitment in the area of evaluation. Since the objective of the project is to improve the overall training programs for the Cambridge Police Department the role of evaluation.

RENOVATION OF FACILITIES

\$10,000.00

The existing facilities utilized by the Cambridge Police Academy pose severe structural constraint to carrying out the Administrative and instructional activities necessary in this activity. Although adequate with respect to raw area there is a critical need for minor refurbishment. Essentially this would consist of partitioning the existing space into office facilities and classrooms. At present there exist no office in which private consultations or meetings can take place. In addition, conducting more than one program simultaneously is prohibited due to the single large room which is currently being used. It is anticipated that the amount of money allocated to this budget category would be sufficient to render existing facilities more usable in the training activity.

Commonwealth of Massachusetts
Committee on Law Enforcement and Administration of Criminal Justice
(Governor's Public Safety Committee)

PROJECT BUDGET NARRATIVE

Applicant (name, address, telephone no.)	Project Number and Title

Budget Narrative:

PERSONNEL

Curriculum Development/Coordinator: \$14,000 (federal)

The position of curriculum coordinator will be responsible for:

1. Design of training program curricula.
2. Evaluation of individualized training programs.
3. Development of program scheduling.
4. Annual evaluation and forecast for training program resources.

The curriculum coordinator will work with the project director in implementing the various training programs. Included in this task will be the responsibility for insuring that all materials and facilities are made available for the programs.

Research Librarian: \$10,000 (federal)

The existing training facility has adequate room for a library of resource materials specifically for police training. The position relative to this resource will be that of research librarian. The responsibilities of this position will be:

1. Acquire and maintain relevant books, periodicals, journals and other research material necessary for the training programs.
2. Maintain an adequate knowledge of new materials available and potentially useful for the training academy.
3. Control the utilization and availability of all such resource materials.
4. Maintain awareness on the part of academy personnel and law enforcement personnel as to existing resources available.



City of Cambridge

IN CITY COUNCIL

February 11, 1974

ORDERED:

That the City Council does hereby accept a grant award in the initial amount of \$66,000 for the Committee on Criminal Justice for the Improvement of Police Recruit and In-Service Training at the Cambridge Police Academy.

in City Council *Feb 11, 1974*
 Adopted by yeas and nays Vote
 Yeas *9* Nays *0* Present *20*
Paul E. Gushy
 CITY CLERK
City Clerk



City of Cambridge

IN CITY COUNCIL

February 11, 1974

ORDERED:

That the City Council does hereby accept a grant award in the initial amount of \$66,000 for the Committee on Criminal Justice for the Improvement of Police Recruit and In-Service Training at the Cambridge Police Academy.

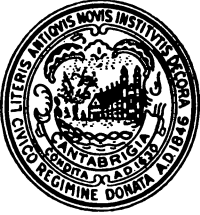
City of Cambridge

Agenda # 3 Accepting grant award of \$66,000 for the Committee on Criminal Justice

MASSACHUSETTS

In City Council February 11, 1974 19

	YEA	NAY	ABSENT	PRESENT
Mrs. Ackermann	✓			
Mr. Clinton	✓			
Mr. Danehy	✓			
Mr. Duehay	✓			
Mrs. Graham	✓			
Mr. Russell	✓			
Mr. Vellucci	✓			
Mr. Wylie	✓			
Mayor Sullivan	✓			
	9	0	0	



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
Tel. 876-6800

EXECUTIVE DEPARTMENT
JOHN H. CORCORAN
City Manager
JAMES L. FARRELL
Assistant City Manager

February 11, 1974

To the Honorable, the City Council:

I do hereby submit for your approval a grant award in the amount of \$66,000 for the Committee on Criminal Justice for the development and implementation of a system for Improvement of Police Recruit and In-Service Training in the City of Cambridge.

As you know, it has been the policy of this administration to develop a comprehensive and continual training program not only for new recruits but also for all members of the Cambridge Police Department. In this effort the Chief of Police has assigned to command the Cambridge Police Academy Captain Frank Pisani who, with the assistance of Lt. Henry Gallagher and Sgt. Patrick Corcoran, has actively developed police in-service training programs toward community-oriented techniques of feedback and response and has developed accredited curriculum offerings with the Massachusetts Bay Community College.

The award of this grant is both an acknowledgement of the success, and an act of encouragement to, Capt. Pisani and the Cambridge Police Department to continue and enhance this progressive program.

The major goal of this project is to improve the overall ability of the Cambridge Police Department to upgrade the professional skills and capabilities of police officers. These major objectives are to be addressed:

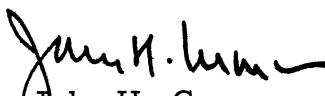
1. To continue the development and maintenance of a basic training program for recruit officers within the guidelines set down by the Massachusetts Police Training Council.
2. To improve the quality of in-service and specialized training programs available at the Cambridge Police Academy.
3. To develop and implement an improved capability to provide management and supervisory training to command-level police officers.
4. To develop and implement a high-quality training program for police cadets.

5. To develop and maintain a police library containing books, films, and other materials essential to quality research, program development, and training.

The implementation of this project will take place over a period of 14 months with the expectation of continued funding for at least an additional 12 months.

I respectfully request that you adopt the accompanying order accepting this grant award.

Very truly yours,


John H. Corcoran
City Manager

JHC/f

Acceptance of grant award of \$66,000 for
the Committee on Criminal Justice.

In City Council,
February 11, 1974

2/11/74 Ordinance

Adopted

*accepting
grant*

Ordinance Enclosed