



TO: Robert W. Healy
City Manager

FROM: 
Public Works Commissioner

DATE: May 8, 1995

SUBJECT: Order # 51 dated 4/3/95
RE: Policies & Procedures With Regard
To The Removal Of Graffiti

and

Order # 56 dated 5/1/95
RE: Eradicating The Spray Painting At
Longfellow Park

Policies and procedures for the removal and eradication of graffiti being considered by Public Works are as indicated below.

A. **Coordination and Planning**

Public Works will:

- coordinate with the Cambridge Police Department, to explore, develop, and implement a process that will focus on the prevention of graffiti and apprehension of those that participate in placing graffiti. We see this as a long term coordination effort.
- continue to coordinate with Community Development planning to focus on the planning and construction of parks (Open Space) facilities that will deter the impact of graffiti. Emphasis will be placed on the selection of materials that accommodate the removal of graffiti.
- continue to work with Human Services on graffiti. Provide a reporting method for all program staff to report graffiti and to report those that are placing the graffiti.



B. Policy and Procedures

Public Works will remove or cause to be removed graffiti on public property responsible for by the Department as soon as possible. This is intended to mean that work will start within three working days after being reported. Exceptions to three working days requirement may be required for historical consideration and weather.

Public Works will report to other Departments having responsibility for public property on the location of graffiti for removal. We will encourage them to use the three day rule for removal.

Public Works will report graffiti to property owners of private property and encourage them to remove the graffiti as soon as possible. Follow up notices of encouragement will be provided as necessary.

Public Works will maintain a record file for the receipt of reports of graffiti and the corrective action taken on the graffiti. A record file will also be maintained for requests to other Departments and private property owners for the removal of graffiti.

C. Department of Public Works Process

When DPW is notified or observes graffiti the following process will be implemented:

- DPW receives a report of graffiti from any source.
- Work Order is prepared and forwarded to Parks Division.
- Parks Division reviews Work Order and assigns work to crews or to a contractor as required.
- Parks Division will follow the work progress to insure the three day requirement is met. If it is not met, the Parks Division will provide written justifications for the exception.
- Parks Division will close out the Work Order.



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EXECUTIVE DEPARTMENT

ROBERT W. HEALY

City Manager

RICHARD C. ROSSI

Deputy City Manager

May 15, 1995

To The Honorable, The City Council:

Please find attached a response to Awaiting Report Item No. 57, regarding eradicating the spray painting at Longfellow Park, please find attached a response received from Public Works Commissioner Ralph E. Dunphy.

Very truly yours,

A handwritten signature in black ink, appearing to read "Robert W. Healy", is written over the typed name.

Robert W. Healy
City Manager

RWH/mev
attachment

Consent Agenda # 4 S- 171

Response to Awaiting Report Item
Number Fifty-seven regarding
eradicating the spray painting at
Longfellow Park.

*for original order see
Order # 56 of 5/1/95.*

In City Council,

May 15, 1995

*Referred to Environment
Committee.*

*5/18/95 copy sent to
Environment Comm @*