

In City Council packet



CITY OF CAMBRIDGE
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EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

RICHARD C. ROSSI
Deputy City Manager

October 8, 1998

To The Honorable, The City Council:

In response to concerns raised by members of the City Council relative to the delivery of City Council packets by the Cambridge Police Department, please find attached the new packet delivery procedure drafted by Police Commissioner Ronnie Watson and approved by me.

Very truly yours,

Robert W. Healy
City Manager

RWH/mec
Attachment



CITY OF CAMBRIDGE

POLICE DEPARTMENT

INTEROFFICE CORRESPONDENCE

TO: Ronnie Watson
Police Commissioner

DATE: October 6, 1998

FROM: Harold F. Murphy, Jr.
Superintendent
Operations Division

REFERENCE: City Council

SUBJECT: Packet Delivery Procedure

The Watch / Shift Commander will assign a "R" Car, one officer, every Friday night at the four P.M. (16:00) roll call, to deliver the City Council "Agenda's".

You will then identify to the ECC Supervisor on duty, which unit is assigned to deliver the City Council Agenda's. When the City Managers office staff calls ECC to report the packets are prepared and ready for pick-up that officer (R-Car unit) will be dispatched. Usually the packets are prepared between four and five (16:00 and 17:00 hours) P.M.

The one officer unit (R-Car) will deliver each and every packet as addressed throughout the City.

The officer will not split the distribution by sector, or neighborhood. S/he will enter the status of where the packet was left, (address, i.e., front door, porch, lobby) with whom, when someone is at home, and note the condition of the packet when delivered on the activity sheet.

When the officer finds that no one is at home, leave the packet at the front door, lobby, or porch, and note same on your activity sheet. When you are confronted with no lobby or vestibule, place the packet on the sill of the front door.

The officer will report over the air to ECC when all the deliveries have been completed. The officer will then return to his/her original assignment.

All questions regarding the responsibility for delivery of the City Council Agenda's will be directed to the Watch / Shift Commander of the Friday first half shift. No agenda's are to be taken to the Police Station because of inclement weather, or for safekeeping, or for a later attempt to deliver.

6405

Copy of the new City Council Agenda
delivery procedure drafted by Police
Commissioner Ronnie Watson and approved
by Robert W. Healy.