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OFFICE OF THE CITY MANAGER

M E M O R A N D U M

TO: Robert W. Healy
City Manager

FROM: Michael P. Gardner
Personnel Director

DATE: 26 May 1989

RE: Response to Council Order #11, 5/15/89 (Alternative Sentencing)

Attached please find my memorandum bringing you up to date on the project along with copies of correspondence which outlines our involvement with the probation office staff on this issue since last fall.



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
Tel. 498-9024

PERSONNEL DEPARTMENT
MICHAEL P. GARDNER,
Director

M E M O R A N D U M

TO: Robert W. Healy
City Manager

FROM: Michael P. Gardner
Personnel Director

DATE: 26 May 1989

RE: Update on Alternative Sentencing Program

As requested, our office has been working with the Cambridge District Court regarding the City's participation in the Alternative Sentencing Program. Discussions were begun in October of 1988 with Mr. Gil Sakakeeny of the Probation Office to identify the kinds of placements most appropriate for referral and in November, 1988, with several select department heads, to identify possible assignment sites as well as to outline referral procedures and to work out supervision issues.

We ran into some difficulty at that point because of concern with issues of liability particularly in the area of potential Workers Compensation claims. It took a substantial period of time to resolve those concerns. That issue has now been settled satisfactorily with assurances from the Court that a blanket insurance policy is provided which covers the individuals who volunteer for the program.

Attached is a copy of the most recent written communication with the Probation Office indicating our interest in providing placements through this valuable program. As noted in that letter, we have begun to accept referrals at the Public Works Department and at Neville Manor. It is hoped that, after a successful trial at these departments, we may expand participation in this program to the benefit of all concerned.

MEMORANDUM

TO: Robert W. Healy
City Manager

FROM: Michael Gardner
Personnel Director

DATE: November 3, 1988

SUBJECT: City Council Request for a review of alternative sentencing program

At your request, our office began a review of how we might use the Alternative Sentencing Program from the Middlesex District Court.

We propose a trial period in one to four departments, depending on their interest and ultimate feasibility.

Attached are drafts of memos to be sent to those departments under your signature. If this approach is ok, please advise and we will prepare the memos. With the proper introduction, I do not anticipate significant union problems.

✓ cc Ralph

MEMORANDUM

TO:
FROM: Robert Healy, City Manager

DATE: 4 November 1988

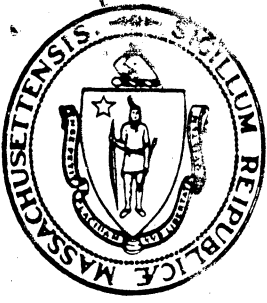
RE: City participation in the Cambridge District Court
alternative sentencing program

The Probation Office of the Cambridge District Court is interested in developing opportunities for City work assignments for young adults who will be participating in an alternative sentencing program. Ralph Elwell from the Personnel Department has met with Gil Sakakeeny, the Assistant Chief Probation Officer, to discuss the scope of this community service program and to begin exploring ways that the City might participate. A letter from Mr. Sakakeeny confirming his intention of serving as liason for referral and supervision of the volunteers is attached.

We are hopeful that two or three City departments will be able to identify assignments which would be: 1) useful to their operations; 2) well supervised; and; 3) as much as possible, appropriate for the individuals referred by taking advantage of skills and prior experience. I would like to begin discussions to see if we can start some participation on a trial basis by the beginning of the new year.

Please give this proposal some thought as to how your department can be involved. Ralph will be in touch with you within a week or two to set up an informal meeting to discuss how the City can participate and make this new program a success for everyone involved.

FILE NOTE: Memo sent to: J.Cusack, Water x 9070
J.Herold, Human services x 9076
G.MacDonald, Neville 492-6310
W.Sommers, PWD x 9051



Commonwealth of Massachusetts
District Court Department of the Trial Court
Cambridge Division

P.O. Box 338, FORTY THORNDIKE STREET, EAST CAMBRIDGE, MASSACHUSETTS 02141
617/494-

October 24, 1988

Mr. Ralph Elwell
Manager, Employment Services
City of Cambridge
City Hall
Cambridge, MA 02139

Dear Mr. Elwell:

It was a pleasure meeting with you on Tuesday, October 18, 1988.

The clients we would refer to you for placement would be young adults, both male and female, whose offenses were of a minor nature such as trespassing, shoplifting, simple assault and larceny. The clients would not be drug dependent or violent offenders. The volunteers would work well under supervision and would respond favorably to instructions. Their hours would be in accordance with the assignment offered and their community service obligations. Their dress and behavior would be appropriate. I will serve as the liasion.

If you have any questions, please call me at 494-4136. I look forward to our next meeting.

Sincerely,

A handwritten signature in dark ink, appearing to read "Gilbert P. Sakakeeny", is written over a horizontal line.

Gilbert P. Sakakeeny
Assistant Chief Probation
Officer

GPS/cs



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139

Tel. 498-9024

PERSONNEL DEPARTMENT

MICHAEL P. GARDNER,

Director

M E M O R A N D U M

TO: Gerald MacDonald, Administrator
Neville Manor

William Sommers, Commissioner
Public Works

FROM: Ralph Elwell, Employment Mngr
Personnel Department

DATE: 9 May 1989

RE: Trial Referrals for Alternative Sentencing Program

Attached is a letter to the Court confirming the City's intention to proceed with referrals on a trial basis for your departments. Gil Sakakeeny will be serving as liaison and may want to meet with you and/or your supervisory staff before proceeding with referrals from the probation officers. Please keep me informed as to progress or any problems you may encounter.

Should you decide to engage individuals referred, it would be advisable to have each sign an "agreement" similar to the one being used for seasonal assignments. Copies of the agreements, along with periodic reports of performance should be forwarded to the Personnel Department.



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139

Tel. 498-9024

PERSONNEL DEPARTMENT

MICHAEL P. GARDNER,

Director

9 May 1989

Gil Sakakeeny
Assistant Chief Probation Officer
Cambridge District Court
P.O. Box 338
Forty Thorndike Street
Cambridge MA 02141

Dear Mr. Sakakeeny:

Thank you for providing information regarding the insurance program which the Court provides for participants in the Alternative Sentencing Volunteer Program. After review of the material, we would like to proceed with some trial referrals at Neville Manor and at Public Works.

As previously discussed, referrals should be made directly to those departments. Evaluations of individuals referred and decisions regarding assignments will be predicated on available compatible work.

Please keep me advised regarding progress.

Sincerely,

Ralph Elwell
Manager of Employment Services

cc: Michael Costello, Workers Compensation Agent, Law
Gerald McDonald, Administrator, Neville Manor
William Sommers, Commissioner, PWD



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
TEL. 498-9011

EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

RICHARD C. ROSSI
Deputy City Manager

June 5, 1989

To the Honorable, the City Council:

In response to Awaiting Report No. 42 regarding the status of the City's participation in the alternative sentencing program, I submit the attached report from the Personnel Department.

Very truly yours,

Robert W. Healy
City Manager

Agenda Item No. 5 S-426

Re: response to Awaiting Report Item 42 on
the status of the City's participation in the
alternative sentencing program.

In City Council,

June 5, 1989

6-5-89

Placed on file.