



# City of Cambridge

IN CITY COUNCIL

March 4, 1974

**ORDERED:-**

That in accordance with the provisions of General Laws, Chapter 44, Section 53A, the City Manager is hereby authorized to accept a grant award from the Governor's Committee on Law Enforcement and Administration of Justice to the City of Cambridge Police Department Crime Prevention Bureau in the amount of \$15,000.

In City Council March 4, 1974

Adopted by yeas and nays Vote

Yeas 8 Nays 0 Absent 0

*Paul E. Leahy*

CITY CLERK

City Clerk

*Agenda # 5*

# City of Cambridge

MASSACHUSETTS

In City Council MARCH 4 1974

	YEA	NAY	ABSENT	PRESENT
Mrs. Ackermann	✓			
Mr. Clinton	✓			
Mr. Danehy	✓			
Mr. Duehay	✓			
Mrs. Graham	✓			
Mr. Russell	✓			
Mr. Vellucci	✓			
Mr. Wylie	✓			
Mayor Sullivan		<del>✓</del>	✓	
	8	0	1	

*File*  
*app'd*

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 Police Crime Prevention Unit  
; and numbered 73-03

Project Period November 1, 1973 through November 1, 1974  
(Beginning Date) (Ending Date)

Continuation of Project \_\_\_\_\_  
(Former Number)

<p>1. Chief Executive Officer of City, Town, or Agency (name, address, telephone number)</p> <p>John H. Corcoran, City Manager City of Cambridge City Hall Cambridge, Mass. 02139</p> <p>876-6800 Ext. 202</p>	<p>3. Financial Officer (name, address, telephone number)</p> <p>Arthur Libitz City Auditor City Hall Cambridge, Mass. 02139</p> <p>876-6800</p>
<p>2. Project Director (name, address, telephone number)</p> <p>Lt. Frank G. Clancy Cambridge Police Department 5 Western Avenue Cambridge, Mass. 02139</p> <p>868-3400 Ext. 34</p>	<p>4. Total Project Budget (Federal and Local Shares)</p> <p>\$37,997.00</p> <p>5. Total Grant Request (Federal Share)</p> <p>\$15,000.00</p>

Commonwealth of Massachusetts

Committee on Law Enforcement and Administration of Criminal Justice

(Governor's Public Safety Committee)  
APPLICATION FOR ACTION GRANT (CONT.)

1. The undersigned represents, on behalf of the applicant agency that:
  - (a) Any grant awarded pursuant to this application shall be subject to and will be administered in conformity with the Conditions Applicable to the Fiscal Administration of Grants and General Conditions Applicable to Administration Grants under Part C, Title I, of P.L. 90-351, as set forth in the attached.
  - (b) Funds awarded pursuant to this application will be used only for the project set forth in the Project Description, Form GPSC-3, appended as an attachment to this application or in any amendment thereto duly filed with and approved by the Committee.
  - (c) The applicant will have available and will expend from non-federal sources, as needed, adequate resources to defray at least 25 percent of total program cost.
  - (d) Section 301(c) provides that beginning with fiscal year 1973 funds, at least 13 1/3% of the total award amount of the cost of any program or project shall be new money appropriated in the aggregate, by the State or local unit of government, for the purposes of the shared funding of such programs or projects.
  - (e) Any grant funds expended for increased compensation of regular law enforcement personnel, exclusive of funds spent for training or research and development, will be matched by State or local expenditures of at least an equal amount.
  - (f) The applicant agrees to account for its federal grant funds, make quarterly financial and narrative reports and meet reasonable fiscal and administrative requirements.
  - (g) Funds awarded pursuant to this application will be used to supplement and not to supplant State or local funds otherwise available for law enforcement and criminal justice programs and, to the extent practical, will be used to increase commitment of such funds.
  - (h) The staff and/or consultive competencies and resources necessary to assure successful conduct of the project will be provided.

*copy* (1) 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:

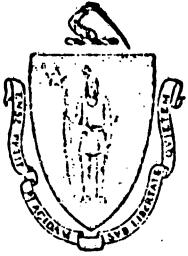
GPSC-A1 - Application Face Sheet	Page 1	
GPSC-Ala - Representations	Page 4	
GPSC-Alb - Representations and Signatures	Page 5	
Conditions Applicable to the Fiscal Administration of Grants Under Part C, Title I, of P.L. 90-351.	Pages 6, 7 & 8	
General Conditions Applicable to Administration of Grants Under 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)



The Commonwealth of Massachusetts

COMMITTEE ON CRIMINAL JUSTICE

80 BOYLSTON STREET - SUITE 725-740 - BOSTON 02116

EXECUTIVE (617) 727-6301

PROGRAM (617) 727-5497

ADMINISTRATION (617) 727-4320

FRANCIS W. SARGENT  
GOVERNOR

ROBERT H. QUINN  
ATTORNEY GENERAL  
CHAIRMAN

ARNOLD R. ROSENFELD  
EXECUTIVE DIRECTOR

January 3, 1974

John H. Corcoran, City Manager  
City of Cambridge  
City Hall  
Cambridge, MA

Dear Mr. Corcoran:

On behalf of the Committee on Criminal Justice,  
I am pleased to forward the formal Grant Award  
Documents, approved by the Committee, for:

Grantee: City of Cambridge

Project Number: 73C-170.035

Short Title: Police Crime Prevention Unit

Award Amount: \$15,000.00

Once these documents have been reviewed, completed,  
signed, and returned to the Committee, we will forward  
an initial check to you for your grant.

The documents consist of:

1. The Grant Award, (GPSC-11), including Attachment "A", Special Conditions Applicable to this grant. Added to these, and to be considered as an integral part, are "Conditions Applicable to the Fiscal Administration of Grants" and "General Conditions Applicable to the Administration of Grants" under Part C, Title I, P.L. 90-351, P.L. 91-644, and P.L. 93-83.

Necessary Action: The front sheet must be signed by the Chief Executive Officer.

2. Initial Financial Report and Fund Request  
(GPSC-12 and 12h) and instructions.

Necessary Action: Must be completed and signed  
by the Project Financial Officer.

3. Cash Matching Certificate (GPSC-16)

Necessary Action: Must be signed by the  
Chief Executive Officer.

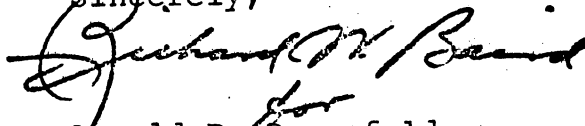
We have included two complete sets of documents.  
The original set (signed by the Governor and Attorney  
General) should be returned to:

Committee on Criminal Justice  
Room 725  
80 Boylston Street  
Boston, MA 02116

The second set is for your files.

If you have any questions, please contact Christine  
Ziter who is a member of my staff. He may be reached at  
727-6306.

Sincerely,



Arnold R. Rosenfeld  
Executive Director

ARR:cr  
enclosure

COMMONWEALTH OF MASSACHUSETTS  
COMMITTEE ON CRIMINAL JUSTICE

GRANT AWARD

The Committee on Criminal Justice hereby awards to

the City of Cambridge

(hereinafter called the "Grantee") Project No. 73C-170.035

in the amount of \$ 15,000.00 for Police Crime Prevention Unit

as authorized by Section 303 of the Omnibus Crime Control and Safe Streets Act of 1968. (P.L. 90-351 as amended by P.L. 91-644) and the Crime Control Act of 1973 (P.L. 93-83).

This grant may be used until 6-30-75 for the programs or projects enumerated in the Grant Application with amendments by this Grant Award, subject to any limitations or conditions set forth in Attachment A to this Grant Award.

The Grantee shall administer the programs for which this grant is awarded in accordance with the applicable rules, regulations and conditions of the Committee, as set forth in the various sections of the Grant Application and Attachment A.

The grant shall become effective when the Grantee signs and returns a copy of the Grant Award to the Committee.

Committee on Criminal Justice

By: [Signature]  
Governor

*1/16/73*

Committee Meeting

Date 1-16-73

By: [Signature]  
Attorney General, Chairman

The \_\_\_\_\_ hereby signifies its acceptance of the above described grant on the terms and conditions above or incorporated by reference therein.

\_\_\_\_\_  
agency, city or town

Date \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title \_\_\_\_\_

Crime prevention has only recently been given proper consideration and interest is expanding rapidly. There is little widespread knowledge of preventive techniques and equipment. The general public is almost totally ignorant of even the simplest of preventive measures, and private industry has turned to contract security firms for specific problems. The net result is a total lack of uniformity in effort and fragmentation in concern. Erroneous information and lack of direction form undercurrents which prevent directed effort and real and meaningful progress. The crime prevention unit will be staffed by police officers trained in crime prevention theory, practice and administration at the National Crime Prevention Institute, whose responsibility will be the dissemination of crime prevention information within the department and the community and the coordination and implementation of relevant programs aimed at the specific reduction of the previously identified crimes.

The project will be on a City-wide basis, however special emphasis on target areas of the High Crime Areas Study, will be the priority areas.

The short range prevention measures that can be taken to prevent the commercial type robberies, of markets, etc. could be carried out with the Crime Prevention Unit members making visits to the locations, and recommend the necessary prevention measures to be taken by the store owners. The street robberies would require longer planning and implementation, whereas the Crime Prevention Unit Officers would be involved in campaigns to improve the street lighting, and soliciting citizen groups to participate in lectures on preventative measures to reduce the opportunity of the crime.

The Crime Prevention Unit will additionally work closely with the Building Department of the City of Cambridge, to develop a Security Code for existing buildings in the City of Cambridge. The Security Code will be styled similar to the Oakland, California Security Code ordinance.

The Crime Prevention Unit will work with the local Architects and their Associations to develop and implement the Security Code, prior to construction of new buildings.

## Project Description

The city of Cambridge is located in the eastern section of Massachusetts and is a suburb of Boston. The city covers an area of 6.25 square miles and has a population of about 100,361. Cambridge is a well-established industrial and commercial center, with approximately 2,365 firms. There are 37,668 housing units of which 78.1% are of the rental type. Cambridge has always been famous as an academic center, and thus has a substantial student population.

It is felt that in enforcement the primary problems facing our department are, and have been, the stranger to stranger crimes of robbery, burglary, larceny, and auto theft.

Part I crimes for the city of Cambridge in 1971 were 7,177 per 1,000,000 population. Robbery, burglary, larceny, and auto theft represented 99.5% of Part I crimes and 84.7% of all crimes in 1971.

This will be

	Robbery	Burglary	Larceny	Auto Theft
1967	147	1266	771	1580
1968	185	1717	1101	1845
1969	160	2018	1248	2516
1970	256	2181	1448	3360
1971	355	1978	1315	3239

The statistics for 1972 so far show crimes in this area to be running par with this trend.

In view of our present population density, income levels, large percent of transient population, and extensive retail and manufacturing concerns, stranger to stranger crimes can be expected to remain one of our major problems.

In response to these findings, a Crime Prevention Unit will be formed within the Cambridge Police Department with the objectives of increasing the difficulty in committing stranger to stranger crimes and of assuring a greater potential for detection and apprehension if a crime is committed.

The Program is aimed at maximizing citizen involvement in crime prevention. This will be accomplished through home and business inspection, public information campaigns, speeches, etc.

## Goals and Objectives

The primary goal of this project is the reduction of crimes against property. *Why crime*

The secondary goal is the improvement of communication between the community and the police.

Crime prevention personnel will attempt to reach as many persons as possible. They will make speeches and presentations to any groups who request them.

They will receive as much training as is available and of value in all phases of crime prevention.

Personnel will prepare and exhibit displays of protection devices.

They will conduct follow up investigations of burglaries and robberies to acquaint persons victimized with proper preventive measures if the Bureau of Criminal Investigation refers the victim to the Crime Prevention Unit.

All police personnel will receive training in proper and uniform dissemination of crime prevention information, through the in-service training program.

Businessmen will be given information on shoplifting and robbery prevention measures.

Homeowners and other concerned citizens will be informed on burglary larceny and auto theft prevention measures.

A system of property identification will be initiated.

The project will progress as follows:

- PHASE I. Selection and training of crime prevention personnel
- PHASE II. In-Service training of all police personnel
- PHASE III. Selection and purchase of equipment, subscriptions to periodicals and development of a property identification procedure.
- PHASE IV. Determine data needed for evaluation, prepare necessary forms to provide needed data, and establish data flow.
- PHASE V. Conduct follow ups, inspections on request, and prepare and deliver speeches.
- PHASE VI. Develop public information campaign, set target date for and conduct crime prevention month
- PHASE VII. Follow up crime prevention month

## Methods and Procedure

The project contemplates utilizing the cooperation of approximately 100,000 persons residing in about 37,500 homes in the city along with well over 2,000 businessmen doing business in the city. It has long been apparent that a police force of 245 can see only a small portion of what occurs within the city. It is obvious that 100,000 citizens can see vastly more. It is hoped that as citizens become more aware of the crime problem and methods of prevention, a greater utilization of available crime prevention measures will occur along with greater likelihood of reporting suspicious circumstances.

The project will utilize the services of three (3) people. There will be a Lieutenant in charge of the unit. He will supervise and coordinate the activities of all persons in the unit. He will supervise in-service training and will conduct some of the training himself. He will be responsible for keeping abreast of the latest developments in the field of crime prevention through the use of periodicals and attendance at conferences and seminars.

The Lieutenant in charge will establish and maintain liaison between the crime prevention unit and the police department. He will establish and maintain liaison between the unit and various service organizations and civic groups.

Two (2) patrolmen will be assigned to the crime prevention unit. Their duties will be as follows:

1. In service training of police personnel
2. Follow up investigation of crime scenes
3. Inspection of homes and businesses
4. Conduct property identification system
5. Deliver speeches and crime prevention presentations
6. Prepare proper reports of all activities
7. Assist the unit supervisor in preparation for and conduction of crime prevention month.

The Lieutenant will be assigned 50% duty to the crime prevention unit and the two (2) patrolmen will each devote 100% and 25% duty respectively.

The men of the Unit will seek out and solicit the aid of the various business groups, fraternal organizations, civic organizations, and educa-

cational institutes, in their formation of organized lectures and demonstrations of the various prevention methods in reducing the criminal opportunity. The various groups would be requested from time to time to pass out various handouts on Crime Prevention programs, such as Lock Your Car campaigns.

PHASE I. The Lieutenant supervisor unit commander will be selected by the project director on the basis of past achievement, demonstrated ability and interest, and ability to meet and work with the general public.

The two patrolmen will also be selected on the basis of the above criteria.

The Lieutenant supervisor is to receive administrative training in crime prevention at the National Crime Prevention Institute, School of Police Administration, University of Louisville, Kentucky South Campus Louisville, Kentucky 40221. At the present time two officers (one patrolman and one detective) have attended the standard four week program at the above university and will attend an advanced course upon assignment to the Crime Prevention Unit.

PHASE II. In-service training will be instituted for other police personnel. The initial training session will be an introduction to the crime prevention unit and its methods, procedures, and overall objectives. Further sessions will be held through the duration of the project and will deal with specific techniques of crime prevention. The curriculum will be introduced by in-service training and at the various roll calls.

Our Police Academy presently has an instructor staff of two and these individuals will assist the crime prevention unit in developing, preparing, and conducting training sessions. All the new methods of Crime Prevention will be covered.

Phase III. The crime prevention unit commander will order the equipment needed to implement the program. This will be done under present City regulations.

The commander will identify periodicals and publications which he feels will be necessary to remain abreast of current developments in the field. He will subscribe to the periodicals and purchase other publications.

The commander will develop a property identification system utilizing metal engravers. This program will be aimed at residences and is intended to get people to engrave their driver license number on all items of value. This will enable rapid identification when marked property is recovered, and to discourage theft initially because of the difficulty in disposal of items so marked. Driver license numbers in Massachusetts have been converted to the social security numbering system. It is felt that 20 engravers will be needed for initiation of the project. The engravers will be made as accessible as possible to

the public and will be loaned for a period of three days. Crime Prevention officers in the field will have a supply of engravers with them.

Usage of engravers will be monitored closely and if usage falls below a predetermined level a public information campaign will be initiated to restore the usage level. Usage will be recorded by the number of uses in a target area, and use of a pin map as a monitor.

There will be some follow up required of bureau personnel on engravers which are not returned on time.

PHASE IV. The unit commander will familiarize himself with this program and will determine what data are needed for evaluation. He will design activity forms and reports to assure that this information is obtained. He will initiate a data flow system which will direct necessary data to the proper places.

The unit commander will be assisted in this phase by our Planning and Research Department.

The unit commander will be responsible for maintaining proper data flow after initiation of the system.

PHASE V. Crime prevention officers will inspect homes and businesses on request. They will note any preventative measures and will inform the interested parties of their findings.

It is planned that officers will conduct these inspections initially on request only. After the project has been in effect for some time the possibility of seeking inspections will be explored.

Crime prevention bureau officers will prepare and deliver speeches and presentations to civic groups, service organizations, schools, churches, etc. on request.

Speeches will be prepared in outline form and retained for future use. The goal here is to achieve uniformity in information being delivered. All presentations will be carefully checked by the unit commander prior to their use.

It will be necessary to purchase one vehicle for use by the crime prevention unit. It is felt that a van (trailer type) would be best suited to the needs of the unit. The van will be used to transport officers and equipment to and from inspections, speeches, etc. The van will also be used as a mobile unit for display of crime prevention material in shopping centers and other public areas.

A 16mm sound movie projector will be used to show films which are available in the crime prevention field. The films will be used for group presentations and for in-service training of police personnel.

A 35mm camera will be used by crime prevention officers to make slides of before and after crime scenes with a local touch. It is anticipated that the local touch will provide a greater impact than commercially produced slides.

A 35mm slide projector will be used to show locally and commercially produced slides to groups and to in-service training classes.

PHASE VI. The unit commander will develop a public information campaign utilizing mailings, posters, newspapers, radio and other available media. The campaign will be aimed at reaching a maximum number of the residents of the city.

The campaign will include a crime prevention month. This month will be determined in advance and will be an intensive saturation type of campaign which will attempt to make all persons crime prevention conscious.

Crime prevention month will utilize the services of civic groups, boy scouts, etc. Activities such as notices on cars in shopping centers with keys in the ignition, packages in unlocked cars, etc., will be implemented.

The city council will be urged to proclaim a Crime Prevention Month.

To increase the impact of the crime prevention campaign catch phrases will be used such as:

When you leave it - lock it

Crime is a thief's business, Prevention is yours

Carelessness causes crime

Opportunity is the key to a successful crime

Crime Prevention will be the culmination of all the unit's prior activities.

PHASE VII. It is obvious that if a project of this type is to be successful, it must not be abandoned after one year of operation. A crime prevention program can have no end, Sir Robert Paele, the founder of Scotland Yard, over 150 years ago said that the true measure of a police department was not the apprehension of criminals, but the prevention of crime. Officers assigned to the crime prevention unit will con-

tinue their duties of making the public aware of crime prevention techniques and a new Crime Prevention Month will be planned for the next year.

Public service announcements on Radio and Television will be sought, and the local newspapers would be asked to participate, by providing a crime prevention news item each day, or each week in the weekly newspapers. The program in order to be successful, has to be supported by the various community groups, in conjunction with citizen awareness of reduction in crime by eliminating the opportunity for crime.

## Evaluation Criteria

Input

Evaluation of the project will be in the following areas:

- (1) Crime statistics
- (2) Number of personal contacts with citizens
- (3) Number of speeches made and number of people attending
- (4) Amount of training given
- (5) Number of leaflets distributed
- (6) Number of follow up investigations conducted
- (7) Number of inspections made
- (8) Usage of engravers
- (9) Number of requests for information or services

10) Use of equipment

(1) The primary goal of this project is the reduction of crimes against property. Uniform crime reports will be compared to see what effect the program has in this area.

It is apparent that little if any reduction can be expected in the first year. As a matter of fact, it is possible that crimes in the area might reflect some seeming increase, due to the better reporting by citizens as a result of the effort to make them more aware of the crime problem.

Our intent in this area is to maintain the program for at least five years. We feel that at least three years must elapse before significant reductions are experienced.

(2) Each officer making a crime prevention contact will fill out a simple form and submit it. The number of personal contacts will be tabulated.

(3) Number of speeches given will be tabulated.

Number of persons attending will be tabulated and categorized as to type, e.g. homeowner, business owner, student, etc.

(4) Training will be tabulated by hours spent, number of officers reached and type of training conducted. Amount and type of training received by crime prevention personnel will be tabulated.

(5) Number of leaflets, pamphlets, letters, etc. which are distributed will be tabulated individually.

(6) Careful records on follow up investigations will be kept. Crime prevention officers will check back where crime preventive suggestions were made to determine amount of compliance.

(7) Number of inspections of businesses and residences will be tabulated.

(8) Usage of engravers will be monitored closely and statistics will be kept on recoveries of marked property.

(9) Numbers of requests for information or service will be compiled carefully as this is our primary feed back. This is the area which will be most closely watched to see if our program is getting to the people.

Identifies Resources

New England Tel & Tel (Cambridge) - Possibly mail pamphlets out with bills  
to businesses and homes

Gas Company (Cambridge) -

Insurance Companies - Printed materials, engravers

Aetna Ins. 40 Broad Street Boston 482-3140

Allstate Ins. 679 Worcester Road Natick 655-2500

American Mutual Ins. Co. (of Boston) 850 Boylston Street Brockton  
731-3000

Boston Mutual Life Ins. Co. 156 Stuart Street Boston 482-2300

The Continental Ins. Co. 87 Kilby Street Boston 482-8500

Factory Mutual Fire Ins. Co. 1151 Providence Highway Norwood  
762-4300

Fireman's Fund American Ins. Co. 1 Center Plaza Boston 742-1500

Hartford Ins. Boston 542-1100

Home Ins. Co. 31 St. James Ave. Boston 542-2922

Ins. Co. of North America 1 Center Plaza Boston 227-7300

John Hancock Mutual Life Ins. 200 Berkely Street Boston 421-6000

Kemper Ins. 260 Tremont Street Boston 482-8450

Merchants Mutual Ins. 31 St. James Ave. Boston 423-2850

Metropolitan Life Ins. Co. 535 Boylston Street Boston 262-1730

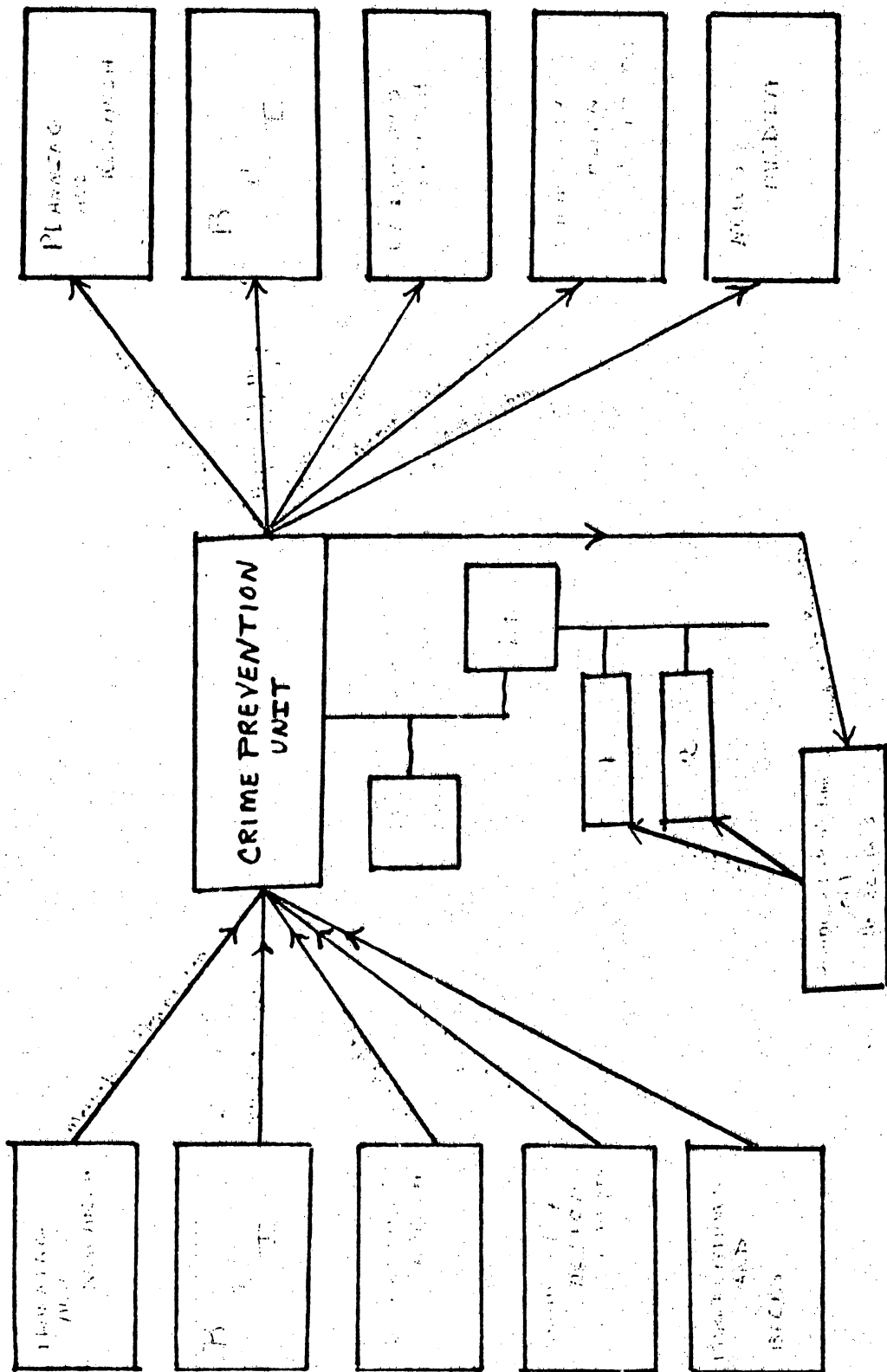
New Hampshire Merchants Ins. Co. 150 Tremont Street Boston  
423-2850

Royal Globe Ins. 25 Chardon Street Boston 742-7750

Sentry Ins. Park Square Building Boston 482-1360

Travelers Co. 125 High Street Boston 423-3030

Utica Mutual Ins. 400 Wyman Street Waltham 899-3500



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 (Police Department) City Hall Cambridge, Mass. 02139	Project Period: From _____ To _____
	Project Number: _____

Project Title: Police Crime Prevention Unit

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

Budget

Cost Category	Estimated Cost		
	Federal	Non Federal	Total
A. Personnel			
Regular Law Enforcement			
B. Personnel		22,947	22,947
C. Consultants & Contract Services			
D. Travel			
E. Office & Administrative Expense			
F. Equipment	12,700		12,700
G. Other	2,300		2,300
TOTALS	15,000	22,947	37,947

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. )  (Cambridge Police Department) City of Cambridge City Hall Cambridge, Mass. 02139	Project Number and Title  73-03 Police Crime Prevention Unit
---	---

Budget Narrative.

A. Personnel:	Federal	Non-Fed.	Total
	None		
B. Personnel - Regular law enforcement			
1 Lieut. (unit commander) 50% of time for 12 months at \$16,145 per year		\$8,072	\$8,072
1 Patrolman 100% of time for 12 months at \$11,900 per year		\$11,900	\$11,900
1 Patrolman-25% of time for 12 months at \$11,900 per year		\$2,975	\$ 2,975
C. <u>Consultants and Contract Services</u>	None		
D. <u>Travel</u>			
Out of state travel for director	None		
E. <u>Office and Administrative</u>	None		

PROJECT BUDGET NARRATIVE  
(continuation page )

	Federal	Non-Federal	Total
<b>F. <u>Equipment</u></b>			
Trailer for displaying equipment	\$6,250		
Specially-marked vehicle (sedan) with radio unit	\$4,000		
Library Materials	\$ 100		
Electric typewriter	\$ 350		
3 desks at \$150 each	\$ 450		
6 chairs at \$60 each	\$ 360		
2 four-drawer file cabinets @\$75	\$ 150		
1 Bookcase	\$ 50		
20 Engravers at \$5 each	\$ 100		
1 35 mm Camera with stroke flash & Tripod	\$ 200		
1 35 mm slide projector	\$ 150		
1 movie screen	\$ 40		
1 Tape Recorder with P.A. sys.	\$ 300		
1 16 mm. movie projector	\$ 200		
	\$12,700		
<b>G. <u>Other</u></b>			
Advertising and Public Relations Material	\$2,000		
3 functions per year at \$100 per function	\$ 300		
	\$15,000		
<b>TOTAL</b>			<b>\$22,947</b>

COMMONWEALTH OF MASSACHUSETTS  
COMMITTEE ON LAW ENFORCEMENT AND ADMINISTRATION OF CRIMINAL JUSTICE  
(Governor's Public Safety Committee)

SUBGRANTEE'S REPORT OF EXPENDITURES AND FUND REQUEST

Name & Address of Grantee: City of Cambridge (Police Dept.) City Hall Cambridge, Mass. 02139	Project No.: 73-03 Project Title: Police Crime Prevention Unit Date: 9/7/73
	Type of Report <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Only Rpt. <input type="checkbox"/> Sp. Request <input type="checkbox"/> Final Rpt.

I. DATA ON EXPENDITURES FROM GRANT FUNDS

Report is submitted for the Period Nov. 1, 1973 through Feb. 28, 1974

1. Amount of Grant Award	\$ 15,000
2. Total Advances Received to End of Report Period	- 0 -
3. Total Amount Expended to End of Report Period	- 0 - #
4. Unexpended Cash Balance at End of Report Period (Item 2 minus Item 3)	- 0 -

II. SUMMARY REPORT AND BUDGET COMPARISON

Cost Category	Approved Budget			Expenditure to End of Report Period			Support Sched.
	Federal 1.	Non-Federal 2.	Total 3.	Federal 4.	Non-Federal 5.	Total 6.	
A. Personnel		22,947	22,947				GPSC-12a
B. Training							GPSC-12b
C. Consult.							GPSC-12c
D. Travel							GPSC-12d
E. Office							GPSC-12e
F. Equipment	12,700		12,700				GPSC-12f
G. Other	2,300		2,300				GPSC-12g
H. Totals	15,000	22,947	37,947				

\*Total Fed. expenditures in Sec. II should agree with Sec. I, Item 3.

Memo Information Only - Matching Contributions Receipts:

Cash received or appropriated to end of Report Period	\$ _____
In-kind matching received to end of Report Period	_____
Total matching received	_____

III. FUND REQUEST

1. Total Fed. Cash Required for Period <u>11/1/73</u> through <u>2/28/74</u> Amt \$	13,700
2. Cash on Hand (Sec. I, Item 4 above)	- 0 -
3. Funds Advance is hereby Requested (Item 1 minus Item 2)	13,700

Submitted by \_\_\_\_\_ Title \_\_\_\_\_

COMMONWEALTH OF MASSACHUSETTS  
COMMITTEE ON LAW ENFORCEMENT AND ADMINISTRATION OF CRIMINAL JUSTICE  
(Governor's Public Safety Committee)

SUBGRANTEE'S CASH FORECAST AND FINANCIAL NARRATIVE REPORT

I. Cash Forecast

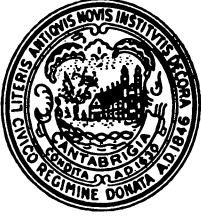
Show anticipated use of Federal funds, by months, for the period indicated in GPSC-12, Sec. III, Item 1, and proposed matching contributions for the same period.

Cost Category	Federal				Total	Non-Federal
	MONTHS (Insert names of months below)					
	1 (Nov. )	2 ( Dec. )	3 ( Jan. )	4 ( Feb. )		
A. Personnel						
B. Regular Law Enforcement Personnel						7,649
C. Consulting						
D. Travel						
E. Office/Adm					1,000	
F. Equipment	12,700				12,700	
G. Other		500		500		
H. Totals	12,700	500		500	13,700 *	7,649

\*Total anticipated use of Fed funds should agree with GPSC-12, Sec II, Item 1.

II. Financial Narrative Report

Explain in detail any significant variances between expenditures to end of report period and approved budget as reflected in GPSC-12, Sec. II. Also comment, in detail where possible, on any other expected deviations from original budget and budget narrative. In addition, a description of project activity, progress, and achievements, sufficient to justify and explain expenses to date, should be provided. Use a separate sheet if necessary.



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139  
Tel. 876-6800

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

March 4, 1974

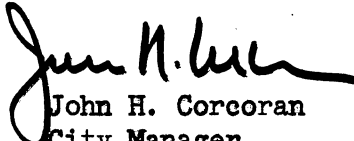
To the Honorable, the City Council:

I hereby submit a grant award from the Governor's Committee on Law Enforcement and Administration of Justice to the City of Cambridge Police Department Crime Prevention Bureau in the amount of \$15,000.00.

This grant award is basically an equipment capital grant which will increase the capacity of the Crime Prevention Bureau to meet its current programmatic commitment to developing significant person to person liaison with both the business community and private citizens in our neighborhood, which are designed to encourage and develop a police community effort to the prevention of crime.

I encourage your favorable endorsement of this grant.

Very truly yours,

  
John H. Corcoran  
City Manager

JHC/b

96

- 5. Communication from John H. Corcoran, relative to grant in the amount of \$15,000 from the Committee on Law Enforcement to the Cambridge Police Department for the Crime Prevention Unit

COMMUNICATION FROM JOHN H. CORCORAN, RE: GRANT FROM THE COMMITTEE ON LAW ENFORCEMENT TO THE CAMBRIDGE POLICE DEPARTMENT FOR THE CRIME PREVENTION UNIT.

3/4/74  
*Order adopted*  
 8-0-1

COMMUNICATION FROM JOHN H. CORCORAN, RE: GRANT FROM THE COMMITTEE ON LAW ENFORCEMENT TO THE CAMBRIDGE POLICE DEPARTMENT FOR THE CRIME PREVENTION UNIT.

APR 1 1974