

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.

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

March 4, 1996

To The Honorable, The City Council:

In response to Awaiting Report Item No. 4, regarding report on the graffiti removal system, Public Works Commissioner Ralph E. Dunphy reports the following:

The Graffiti Task Force met for the first time on February 16, 1996 to discuss the entire graffiti problem in the City. Representatives from the Manager's Office, Police Department, Public Works, Historical Commission, Community Development and Human Services are all members, plus various private groups. The Task Force has agreed to meet on a monthly basis and will present its program by June 30, 1996.

Primarily, discussions focused on implementing a graffiti hotline, public vs. private property graffiti and a thorough analysis of the Phoenix Plan as was suggested by Council Order No. 40 dated December 11, 1995.

In addition, please find attached DPW's present policies & procedures for the removal of graffiti.

Very truly yours,

Robert W. Healy
City Manager

RWH/mec
attachment

Consent Agenda #17

5-89

Relative to Awaiting Report Item
Number Four, regarding a report on
the graffiti removal system.

In City Council March 4, 1996

Placed on file