



CAMBRIDGE SCHOOL DEPARTMENT

159 THORNDIKE STREET
CAMBRIDGE, MASSACHUSETTS 02141

April 19, 1984

To: Robert W. Healy, City Manager

From: Oliver S. Brown, Assistant Superintendent
Planning and Management Services

Subject: Scheduled Events, C.R.L.S., Requiring Police Coverage,
Assignment of Responsibility

Please be notified that in accordance with our agreement, the following is a schedule of dances and other events to the end of this school year. No other evening event for high school students is scheduled at this time according to Assistant Principal Henry Lukas. Any changes to the following will be communicated as provided for herein.

1. 4th Quarter C.R.L.S. Events

<u>Event</u>	<u>Day</u>	<u>Date</u>	<u>Status</u>	<u>Place</u>
Talent Show	Wed.	4/25/84	Definitely Scheduled	C.R.L.S. Fitzgerald Theatre
Jr. Dance	Fri.	4/27/84	Definitely Scheduled	Main Cafeteria
Key Club Dance	Fri.	5/1/84	Tentatively Scheduled	Main Cafeteria

2. Responsible Staff:

The following are responsible individuals with respect to the School Department. Police Department protection is to be provided at C.R.L.S.

A. School Department Responsible Staff:

Edward Sarasin, Principal C.R.L.S.

Henry Lukas, Assistant Principal

Warren Ferzoco, Assistant Principal

Sydney Yeldell, Manager of Security

Ronald Brown, Director, Phys. Ed.

Responsible For:

Overall responsibility

Scheduling and approval of student events. Written schedules and schedule changes to W. F.

Approval of security plans, communication with Cambridge Police Department on scheduling and revisions to schedule.

Security staff management, reporting problems.

Athletic events coverage, schedule and revisions communication to W.F.

Until other arrangements are approved, Warren Ferzoco shall be responsible for (1) communicating requirements (initial schedule and subsequent revisions) to the Police Department in writing at least 10 days prior to an event, (2) confirming by phone with the Police Department that arrangements are set for proper police coverage, (3) Sydney Yeldell, Manager of Security shall provide a follow up report to Mr. Ferzoco on each scheduled event as to police and school staff coverage and any unusual problems, (4) Henry Lukas shall be responsible for communicating to Warren Ferzoco in writing (1) an initial semester schedule, and (2) revisions at least 10 days prior to events, (5) Ron Brown shall have the same responsibility for athletic events.

A copy of the follow-up report shall go to Chief Paolillo, Lt. Hayes, Cambridge Police Department, and Assistant Superintendent Brown.

B. Police Department

We understand that the following arrangements for police responsibility have been approved by Chief Paolillo.

Responsible Staff:

Lt. Hayes
Juvenile Officers

Responsible For:

Scheduling required officers
confirming arrangements,
emergency response, assuring
staff presence, coordination
with Cambridge School Dept.

Lt. Hayes will be responsible for providing police coverage by officers in the juvenile division or others, carefully briefed with respect to the sensitive aspects of managing a high school dance.

The briefing shall be a joint responsibility of Lt. Hayes, the Assistant Principal Lukas and other school staff. This will be an ongoing requirement. A written statement of guidelines will be prepared jointly by the Assistant Principal Lukas and Lt. Hayes.

The joint briefing statement shall address anticipated problems and particularly the circumstances and guidelines for calling in extra help should this be needed. Also covered shall be (1) outside car police patrols, (2) non-student problems, (3) danger points such as the conclusion of the event and (4) delineation of the respective responsibilities of chaperones, school security staff and police officers.

3. FY1985 Arrangements

The arrangements described above shall carry forward until changed by the City Manager and Superintendent.

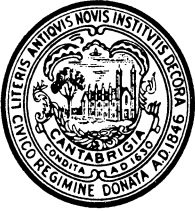
An initial schedule of planned events requiring police coverage shall be submitted by September 15, and January 15 of each year to the officer in charge of the juvenile division. Updates and corrections shall be provided at least 10 days before events. Communications shall be numbered and controlled in a permanent file.

4. Initital Meeting

The Prinicipal shall call a meeting as soon as possible to implement this recommendation.

This memorandum is subject to revision. Agreed upon changes between the Police and School Departments should be forwarded to this office so that a revision can be issued.

cc: William C. Lannon, Superintendent
Edward R. Sarasin, Principal
Chief Anthony Paolillo
Lt. Hayes
Henry Lukas, Assistant Principal
Warren Ferzoco, Assistant Principal
Sydney Yeldell, Manager of Security
Joseph G. Sateriale, Assistant Superintendent
Richard Woodward, Assistant Superintendent
Ronald Brown, Director Phys. Ed.
Bill Phillips, Custodian
Joseph Dynan, Manager of Plant Operations



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
Tel. 498-9011

EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

May 14, 1984

To the Honorable, the City Council:

With respect to Awaiting Report Item No. 12, enclosed please find copy of a communication from Oliver S. Brown, Assistant Superintendent of Schools, relative to Police Department coverage for high school activities.

Very truly yours,

Robert W. Healy
City Manager

RWH/mbf
Enc.

Agenda Item Number Four

5-336

Re: response to Awaiting Report Item No. 12
on Police Dept. coverage for high school
activities.

In City Council,

May 14, 1984

5/14/84

Placed
on
File -