

Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Office of Grants & Research
Edward J. Byrne Memorial Justice Assistance Grant Program (JAG)
Attachment A
Application Template for Law Enforcement Equipment Grant

Section I. Applicant Information

Name of Local Police Department: Winthrop Police Department

JAG Funding Requested: \$ 29,970

Name of Police Chief: Terence Delehanty
(First and Last Name)

Police Chief Phone: 617-846-1212 Email Address: tdelehanty@town.winthrop.ma.us

Police Department Mailing Address:

Street: 3 Metcalf Sq. City: Winthrop Zip Code: 02152

County: Suffolk Phone: 617-846-1212 Fax: _____

Grant Contact Name: Steve Rogers Title: Sergeant

(Note: The person designated as the *Grant Contact* shall serve as the project's point person and be responsible for receiving and responding to EOPSS' project related requests)

Grant Contact Mailing Address:

Same as Above ☒

Street: _____ City: _____ Zip Code: _____

County: _____ Phone: _____ Fax: _____

E-mail: _____

Fiscal Point of Contact for Grant: Name: Joseph Domelowicz Jr. Title: Asst. to the Town Manager/Grants

Fiscal Contact Mailing Address:

Same as Above ☐

Street: One Metcalf Sq. City: Winthrop Zip Code: 02152

County: Suffolk Phone: 617-846-1852 ext. 1013 Fax: _____

E-mail: jdomelowicz@town.winthrop.ma.us

DUNS Number (n) [REDACTED] Currently registered in SAM ☒ Yes ☐ No

Project Summary: Four sentences (250 characters *maximum*), summarizing the type of equipment/software to be purchased.

The Town of Winthrop Police Department is seeking to purchase and install in-car video camera systems for its six police vehicles. Each camera will be outfitted with software connections to network storage for evidentiary retention purposes and microphones for the recording of audio, as well as video.

Non- Supplant

I hereby certify that, in accordance with DOJ Financial Guidelines, the Winthrop Police Department
(NAME OF APPLICANT)

has been informed by the EOPSS that supplanting of JAG funds is strictly prohibited and if awarded will not use grant funds to replace state and local funds that would, in the absence of such assistance, otherwise be made available for this law enforcement purpose.

Statewide Interoperability Interoperable Communications Investment Proposal (ICIP)

Equipment proposals that request funds for interoperable communications components such as the purchase of radios, mobile data terminals or communication system components are subject to an additional review and approval process per Executive Order 493 (SIEC) or a representative thereof. Law enforcement departments requesting to purchase this type of equipment must also download and complete an additional Interoperable Communications Investment Proposal (ICIP) form to submit with this application. The ICIP form is located under **Attachment D**.

Are you requesting funds for interoperable communications and believe your application requires SIEC review and approval? ☐ Yes ☒ No

If Yes, did you complete the ICIP required form (**Attachment D**)? ☐ Yes ☐ No

THIS SIGNATURE PAGE MUST BE SIGNED AND MAILED WITH YOUR HARD COPY APPLICATION

Signature Page

*The following must be completed and signed by both Authorizing Officials for the Municipality and Law Enforcement Department submitting this application. Remember to also complete **Attachment C** (Signatory Authorized Listing Form).*

Municipal Authorizing Official

As the **Chief Executive Officer** of this City or Town, I am authorizing the Police Department to solicit funds for a JAG Law Enforcement Equipment grant from the Executive Office of Public Safety and Security. I have reviewed and approve the content contained in this application being submitted for consideration of a grant award.

Name of City/Town Winthrop, MA

Authorizing Official Name-Printed James M. McKenna Date 1/6/15

Signature _____

*(This must be signed in **blue ink** and mailed with your application)*

*The following must be completed and signed by the Police Chief/Commissioner on behalf of the Police Department submitting this application. Remember to also complete **Attachment C** (Signatory Authorized Listing Form).*

Law Enforcement Authorizing Official

As the **Chief/Commissioner of Police** for this City or Town, I am requesting funds for a JAG Law Enforcement Equipment grant award from the Executive Office of Public Safety and Security. I have reviewed and approve the content contained in this application being submitted for consideration of funding.

Name of Police Department Winthrop Police Department

Commissioner/Chief of Police Name-Printed Terence Delehanty Date 1/6/15

Signature _____

*(This must be signed in **blue ink** and mailed with your application)*

Section II. Narrative Template

1. Needs Assessment (2 page limit)

Use the space provided to 1) describe your law enforcement department and community, 2) clearly define the need, nature and extent of such problems within the community and impacting the police department and, 3) describe the negative effect or possible consequences resulting from law enforcement not having the necessary equipment or technology being requested in this application. If available, support your statement(s) with statistical or other factual information or relevant literature to substantiate the stated need.

The town of Winthrop is a community of 17,853 people, with a full-time police staff of 32 officers. The community is located just across Boston Harbor from the city of Boston and is one of just five communities that comprise Suffolk County, including Boston.

The community has become increasingly diverse over the last several years and the town experiences the same challenges as similarly sized and located urban ring suburbs.

Recent events nationwide, including the choking death of a suspect in New York City and officer involved shootings in multiple other communities across the United States, have highlighted the need for the Winthrop Police Department to take advantage of the latest technologies in order to perform in a more open and transparent manner.

Locally, a recent incident involving a longtime veteran officer and an interaction with a local youth, who was known to the police department, did result in accusations of racial profiling, targeting of the suspect by the officer and the use of racial slurs during the interaction.

An investigation into those accusations cleared the officer of any wrong doing, but the accusations themselves have impacted the department's image and future incidents such as this could hinder the department's ability to effectively manage investigations and community relations.

The department has addressed these issues as best as it can through the updating of policies and procedures and enhanced officer training. However, the best defense against such accusations is evidence of officer behavior and response in such situations.

It is difficult to determine the truth in internal investigations, without video evidence that provides information in a non-biased way.

In addition to policing the Winthrop community the Winthrop Police Department also participates in several regional police efforts with departments in the neighboring communities of Chelsea and Revere, two communities with high concentrations of minority residents.

Equipping Winthrop police vehicles with in-car camera systems will enhance Winthrop's effectiveness in those regional efforts as well.

The proposal to install and utilize in-car camera systems in each of the department's official police vehicles will allow the department to document interactions between police officers and members of the public, provide evidence of behavior, response and level of professionalism of the officer/s involved and provide transparency for the public, in situations where police response or behavior has been called into question.

The in-car cameras will also help to provide an additional level of security and safety for police officers as they go about their duties. The use of in-car cameras systems will also enhance officer accountability.

Section II. Narrative Template, Continued

2. Project Description (2 page limit)

Describe the equipment and technology to be purchased or upgraded. Include the purpose for purchasing said equipment/goods, where such goods will be utilized and stored, whether installation will be needed, required upkeep or maintenance(if any), training or technical assistance needs, applicable procurement rules (please cite rule if required to secure a vendor) or name of vendor or contractor (if already identified, include reason for selection), expected benefits/outcomes for officers and/or community and any other info that may be helpful to justify the funding request.

The Winthrop Police Department utilizes a total of six police vehicles in patrolling the community. The proposed project would put new in-car camera systems with GPS, high definition zoom, infrared color cabin camera, DVR, integrated 200GB automotive grade hard drive, a 16GB USB removable thumb drive, cabin microphone, 900 MHz hi fidelity wireless microphone, required hardware, cabling and a one-year warranty including software and storage of all recordings. The described equipment will be provided and installed by the selected vendor, following a Massachusetts General Laws Chapter 30B, municipal procurement process.

The use of these in-car camera systems is expected to provide the following benefits to the Winthrop Police Department and the community as a whole:

- Enhance officer safety
- Improve police department accountability
- Reduce police department liability
- Simplify incident review
- Enhancement of in-service training
- Improve community relations and local perception
- Strengthen police leadership
- Advance prosecution/ case resolution
- Enhance office performance and professionalism

The Winthrop Police Department has obtained a quote from a reputable vendor of in-car camera systems like the one described above and has obtained a reasonable estimate for the purchase and installation of the equipment.

Additional costs, such as annual service agreements for the maintenance and servicing of the equipment and storage and protection of all recordings will be handled within the annual budget of the department.

Section II. Narrative Template, Continued

3. Implementation Plan, Timeline and Person Responsible

Complete this table as outlined. Be sure to identify the officers (include name and rank) responsible for receiving proposed goods. Include an approximate timeframe as to when the department expects to purchase and receive all goods.

Equipment/Technology Purchases	Expected Delivery and/or Installation Date	Expected Order Date	Staff Responsible
Six (6) In-car video camera systems for police cruisers	March 23, 2015	February 23, 2015	Sergeant Steve Rogers

Section III. Budget Narrative Summary



Cost Category	Federal Share
Consultants	\$ 0.00
Contracts	\$ 0.00
Equipment/Technology	\$ 29,970.00
Other	\$ 0.00
Total	\$ 29,970.00

Local Police Department: Winthrop Police Department

Applicants may submit up to a *five* month operating budget. Please list all project related costs according to the specified budget category.

Consultants- For each consultant to be hired, enter the name (if known), service to be provided, hourly or daily fee (8-hour day/ \$81.25 per hour), and estimated time on the project. Consultant fees in excess of \$650/day require additional justification and prior approval from EOPSS.

Position (by rank if necessary)	Computation	Cost
Total Consultant Costs		0.00

Narrative

Be sure to include activities to be completed. Indicate whether applicant's formal written Procurement Policy or the Federal Acquisition Regulations are followed to procure identified consultant.

CONTRACTS: List each contract, along with the rate and quantity.

Name of Contractor	Computation	Cost
Total Consultant Costs		0.00

Narrative

Provide a description of the product or services to be provided by the contractor and an estimate of the cost. Be sure to include purpose for contract as well as activities (if applicable) to be completed. Indicate whether applicant's formal written Procurement Policy or the Federal Acquisition Regulations are followed for this procurement. If not provided above, please use this space to provide an itemized cost breakdown of the amount requested for each contractor listed.

Equipment/Technology – Tangible, non-expendable property having a useful life of more than one year; cost bases on classification of equipment.

Item	Computation	Cost
In-car video camera system for police cruisers	Need in-car camera systems for six cruisers at \$4,995 each	29,970.00
Total Equipment Costs		29,970.00

Narrative

If the equipment/technology items to be purchased are not already listed in a previous budget category, please use this page to list such costs and describe the items below. Cite applicable procurement rules/laws required in order to purchase the proposed equipment/goods.

Other – Any other costs not listed in previous budget categories. Additional costs (such as supplies) must directly correlate to the equipment and technology items listed in the previous budget categories.

Item	Computation	Cost
Total Other Requested Costs		0.00
Narrative		
For example, describe any costs listed above and explain why they are needed or required in order for a particular piece of equipment or technology to operate. Costs directly not correlated to the equipment or technology purchases being requested will not be approved for funding.		

Applicants must also complete a Budget Excel Worksheet (refer to Attachment B) and submit with the Application Template.

Section IV. Application Submission Process and Checklist

Hard Copy Application Elements and Required Attachments:

- ☐ Please use Binder or Paper Clips, *no staples allowed*;
- ☐ Completed Application Template (**Attachment A**) signed and dated by *both* the Municipal Chief Executive Officer (Mayor, City Manager, or Town Administrator) and Police Chief/Commissioner in Blue Ink.
- ☐ Budget Excel Worksheet (**Attachment B**) (both the **Roll Up and Detail sheets** must be included in your application packet).
- ☐ Contractor Authorized Signatory Listing Form (**Attachment C**)
- ☐ If applicable, an Interoperable Communications Investment Proposal (**ICIP**) form (**Attachment D**) must be included with your application packet.
- ☐ One signed original and three copies of all the application documents.

Electronic Application Elements and Required Attachments:

- ☐ **Attachment A:** Completed Application Template
- ☐ **Attachment B:** Budget Excel Worksheet Form (Roll Up and Detail sheets)
- ☐ Please email **Attachment A** as a PDF-not a scanned document, **Attachment B** as an Excel document to eopssbjag@state.ma.us **no later than 4:00pm on Tuesday, January 6, 2015.**

If you have any questions regarding this application, please email: eopssbjag@state.ma.us or call Kevin Stanton at 617-725-3363.

Proposals must be mailed or hand-delivered* to:

**The Executive Office of Public Safety and Security
Office of Grants and Research
Ten Park Plaza, Suite 3720
Boston, MA 02116-3933
Attention: Kevin Stanton**

The signed and completed Application Template and required documents must be received by OGR on **Tuesday, January 6, 2015 by 4:00pm**. If you choose to hand deliver your proposal, please note that a valid form of identification is required to enter the Ten Park Plaza Office Building on the 2nd floor.