

# Coventry, RI Police Department

## PROGRAM NARRATIVE

### Project Goals and Objectives

Although the Coventry Police Department has for many years strived to maintain current and pertinent policies and procedures, from time to time these policies and procedures need to be reexamined to insure that they conform to best practices. We intend to accomplish this by following the guidelines set forth by the Commission on Accreditation for Law Enforcement Agencies (CALEA). Although we are not a CALEA accredited agency it would greatly benefit the agency to follow their guidance.

Additional funds will be utilized to implement a Child Safety Seat Program. The police department currently has three officers certified as Child Safety Seat Technicians. The officers currently provide this service in addition to their regular patrol duties. Our goal with this program is to train two additional officers as technicians, purchase an inventory of approved child safety seats for disbursement to qualifying residents and provide a dedicated monthly time slot to for officers to provide this service.

Remaining funds will be utilized to purchase dispatch center equipment to be used in coordination with prior funds received in our continued effort to upgrade our communications system. The Rhode Island Emergency Management Agency has developed the Rhode Island State Wide Communication Network (RISCON). This system provides for an 800 MHz radio system and interoperability for all public safety agencies in the state. In an effort to utilize this network we will install the necessary equipment in our dispatch center so that headquarters can utilize the RISCON system. Our goal is to utilize the RISCON system as our primary communication network in the future. Our current radio system has numerous deficiencies which the RISCON system will rectify.

### Implementation Plan

Once funding for our projects is approved we anticipate implementing the following process:

**Policy Review and Revision:** In order to implement this process we will place a superior officer on special assignment to review, develop and insure compliance with best practices, hire a temporary clerk typist to retype the policies and lastly provide training for all department members regarding policy and procedural changes.

**Child Safety Seat Program:** We will enroll two officers in the next available NHTSA Technician training, purchase twenty new child safety seats/booster seats and implement

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

**Recovery Act – Justice Assistance Grant (JAG) Program**

Certification as to Recovery Act Reporting Requirements

On behalf of the applicant entity named below, I certify the following to the Office of Justice Programs, U.S. Department of Justice:

I have personally read and reviewed the section entitled "Accountability and Transparency under the Recovery Act" in the program announcement for the Recovery Act grant program identified above. I have also read and reviewed section 1512(c) of the American Recovery and Reinvestment Act of 2009 (Public Law 111-5), concerning reporting requirements for grants. I agree that the applicant will comply with the reporting requirements set forth therein with respect to any grant the applicant may receive under the Recovery Act grant program identified above.

I acknowledge that a false statement in this certification may be subject to criminal prosecution, including under 18 U.S.C. § 1001. I also acknowledge that Office of Justice Program grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs, and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant entity (that is, the entity applying directly to the Office of Justice Programs).

  
Signature of Certifying Official

PAUL K. SPRAGUE  
Printed Name of Certifying Official

Acting Town Manager  
Title of Certifying Official

TOWN OF COVENTRY  
Full Name of Applicant Entity

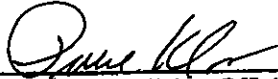
5/18/09  
Date

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

General Certification as to Requirements for Receipt of Funds  
for Infrastructure Investments \_\_\_\_\_

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I have authority to make this certification on behalf of the applicant (that is, the governmental entity applying directly to the Office of Justice Programs).



\_\_\_\_\_  
Signature of Certifying Official

PAUL K. SPRAGUE

\_\_\_\_\_  
Printed Name of Certifying Official

ACTING TOWN MANAGER

\_\_\_\_\_  
Title of Certifying Official

TOWN OF COVERLEY

\_\_\_\_\_  
Full Name of Applicant Government Entity

5/19/09

\_\_\_\_\_  
Date

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

**Recovery Act – Justice Assistance Grant (JAG) Program**

General Certification as to Requirements for Receipt of Funds  
for Infrastructure Investments

On behalf of the applicant State or unit of local government (including tribal government) named below, I certify the following to the Office of Justice Programs ("OJP"), U.S. Department of Justice:

I have personally read and reviewed the section entitled "Eligibility" in the program announcement for the Recovery Act grant program named above. I also have personally read and reviewed section 1511 of the American Recovery and Reinvestment Act of 2009 (the "Recovery Act"), which requires a specific certification prior to receipt of Recovery Act funds for Infrastructure Investments.

*Initial the statement that applies:*

PKS The applicant identified below **does not intend to use** any portion of any funds received under this Recovery Act grant program for any infrastructure investment. Should this intention change, the applicant will promptly notify OJP, and (except to the extent, if any, that OJP has given prior written approval to expend funds to conduct the review and vetting required by law) will not draw down, obligate, or expend any funds received under this Recovery Act program for any infrastructure investment project until section 1511 of the Recovery Act has been satisfied, and an adequate project-specific certification has been executed, posted, and submitted to OJP.

PKS The applicant identified below **does intend to use** some or all of any funds received under this Recovery Act grant program for one or more infrastructure investment projects. Except to the extent, if any, that OJP has given prior written approval to expend funds to conduct the review and vetting required by law, I agree that the applicant entity will execute, post, and submit to OJP, prior to obligating, expending, or drawing down funds for such project, a project-specific certification that satisfies all of the requirements of section 1511 (including execution by the Governor, mayor, or other chief executive, as appropriate) for each such infrastructure investment project.

# Abstract

**Agency Name:** Coventry Police Department

**State:** Rhode Island

**Point of Contact:** Colonel Ronald E. DaSilva

**Contact Phone Number:** 401-826-1100

**Award Amount:** \$50,649.00

The Coventry Police Department is pleased to submit this application as part of the Recovery Act, Edward Byrne Memorial Justice Assistance Grant which has been made available to the Coventry Police Department.

The Town of Coventry, the state's largest community has an area of 64.8 square miles with a population of over 35,000 residents which is being served by a police department of 60 sworn and 15 support personnel. As our community continues to grow the demands of our police department has increased. The necessary equipment and professional development is vital to meeting the needs of our growing community. The attached grant proposal has been assembled and written in accordance with the requirements of the grant which allows recipients the "opportunity to establish and enhance a variety of technical equipment and/or programs to encourage the continuation and enhancement of community policing effects within their jurisdictions".

We plan to use these funds to implement a "Policy Review and Revision" in accordance with CALEA Guidelines, a "Child Safety Seat" Program and a communication upgrade to expand interoperability with new dispatch center equipment. This funding provided by the grant will provide the department the opportunity to procure equipment that is necessary but lacked adequate local funding to purchase and implement.

The mission of the Coventry Police Department is to protect the community we serve, enhance public safety, and reduce the incidents and fear of crime. We will accomplish this with honor, integrity and courage while at all times holding ourselves to the highest standards for our community and members.

The Coventry Police Department is privileged to submit this application. We believe that the financial assistance provided by the Recovery Act will help us to provide our officers with the necessary equipment and tools to effectively carry out their duties and provide superior service to the community we serve.

Town of Coventry  
Rhode Island

## **Request for Public Comment**

The Coventry Police Department hereby notifies the public that it will make available a copy of its application detailing the proposed use of funds to be received under the Recovery Act, Edward Byrne Memorial Justice Assistance Grant, administered through the U.S. Department of Justice, Office of Justice Programs. The Coventry Police Department has applied for a grant in the amount of \$50,649.00 to implement the following programs and make the following purchases:

1. Department wide policy review and revision in accordance with CALEA guidelines.
2. Communication Upgrade and Interoperability with purchase of dispatch center equipment
3. Child Safety Seat Installation Program

The application will be available for review on May 15, 2009 on our website, [www.coventrypd.org](http://www.coventrypd.org), and hard copies can be obtained by contacting Beverly Gammel at the police department.

The application will also be made available on the town's website, <http://www.town.coventry.ri.us> and hard copies will be available in the Office of the Town Clerk.

Residents are encouraged to review the application and make comments regarding the proposed expenditures. Comments can be forwarded to Colonel Ronald E. DaSilva and must be received no later than June 20, 2009.

# **Coventry, RI Police Department**

## **Review Narrative**

The Coventry Police Department will make this application available for review by the members of the Coventry Town Council on Friday May 15, 2009 .

On this same date the application was made available for review to the public. A formal request for review was advertised in the local newspaper, "The Kent County Times". The request for review and comment notified the public that the application was available on the police department's website as well as the town's website. The notice also stated that hard copies could be obtained by contacting Beverly Gammel, Administrative Assistant to Col. Ronald E. DaSilva at the police department or the Office of the Town Clerk at the town hall.

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	Item/Description	Cost	Total
1	<b>Policy Review &amp; Revision</b>		
	Personnel: 40 Supervisory (8hr) OT Shifts @\$43.00 per hour	\$13,760.00	
	Clerk Typist @\$12.00 per hour (20 hrs per week) for four months	\$4,160.00	
	Overtime Costs for Training	\$12,456.00	
	Supplies: Cd's,Jewel Cases,Microsoft 2007,Adobe 9.0	\$828.90	
	<b>TOTAL</b>		<b>\$31,204.90</b>
2	<b>Child Safety Seat Program</b>		
	Personnel: Two officers (30 hrs) Overtime @ \$45.22 per hour	\$2,713.20	
	12 Monthly details (4hr) @ \$45.22 per hr/ ( \$180.88 per shift)	\$2,170.56	
	Equipment: 20 Child Safety/Booster Seats @\$50.00 each	\$1,000.00	
	<b>TOTAL</b>		<b>\$5,883.76</b>
3	<b>Communication Upgrade and Interoperability</b>		
	Equipment: 2 Motorola Control Stations @\$6780.27 each	\$13,560.34	<b>\$13,560.34</b>
	<b>TOTAL</b>		
	<b>Total Expenditures:</b>		<b>\$50,649.00</b>

# Coventry, RI Police Department

## Budget Narrative

### **Policy Review and Revision:**

**Review Process:** Supervisor reassigned from patrol division to a special assignment consisting of a research, review, and rewriting of department policies. This process will span a six month period of time in which the supervisor will be on special assignment for blocks of four rotations and return to his/her division for a period of time until necessary to return to the special assignment. It is anticipated that this process may cause the need to fill 40 supervisory overtime shifts @ \$43.00 per hour (8 hour shifts).

Cost: \$13,760.00

**Development Process:** To establish policy uniformity it will be necessary to type each policy into a defined digital format utilizing Microsoft Word 2007 and Adobe 9.0. The final product will then be burned to a CD for distribution to all personnel. A part-time temporary civilian clerk typist will be hired to accomplish this task @ \$12.00 per hour, 20 hrs per week. This task will be accomplished during the second (4 month) phase of this project.

Cost: \$4160.00

**Implementation Process:** To successfully implement policy and review any change to policy, training is necessary for all sworn and civilian personnel. This 8 hour training of our 75 member agency will necessitate the need to bring a percentage of personnel in at overtime costs.

34 Sworn Personnel @ an average of \$42.00 per hour

4 Dispatch Personnel @ an average cost of \$32.25 per hour

Cost: \$12,456.00

Equipment:

Cds

Jewel Cases

Microsoft 2007

Adobe 9.0

Cost: \$828.90

Expenditures Anticipated: \$31,204.90

### **Child Safety Seat Program:**

Cost to Train Two Officers: 2 Officers(30 hrs overtime) @ \$45.22 per hour \$2713.00

Monthly details for one year: 12 (4 hr overtime details) @ 45.22 per hour \$2170.56

Purchase of 20 Child Safety/Booster Seats: Approx. \$50.00 per seat \$1000.00

Expenditures Anticipated: \$5883.76

### **Communication Upgrade and Interoperability:**

2 Motorola Control Stations for RISCO System: 2 @ \$6780.27 \$13560.34

Expenditures Anticipated: \$13560.34

a monthly four hour detail dedicated to the installation and education of the public regarding child safety seats.

**Communication Upgrade and Interoperability:** We will begin a formal bid/procurement process in preparation for this project so implementation can be accomplished in accordance with our time line.

### **Timeline**

**Policy Review and Revision:** It is anticipated that the implementation of this program will begin in September 2009 with a targeted completion date of August 2010. This program will be implemented in three stages inclusive of a review, development and implementation process.

**Child Safety Seat Program:** The dedicated monthly detail will begin immediately upon receipt of funding and will run for a twelve month period. The purchase of the child safety seat inventory will also commence upon receipt of funds. Training for additional officers will be completed upon identification of next available technician training.

**Communication Upgrade and Interoperability:** Upon receipt of funding it is anticipated that the bid process, procurement and installation will be complete within a six month period of availability.

### **Evaluation Plan, Outcomes and Effectiveness**

Consistent with the goals of the Recovery Act, our departments objectives will help achieve the desired outcome by creating a part time clerical typist position as well as preserving various positions within the department and throughout the community.

**Policy Review and Revision:** By implementing a review of the current Coventry Police Department policies and procedures we will increase the professionalism of our officers which will result in a better served community. It is anticipated that this process will minimize citizens' complaints against police officers and increase community support of the police department.

**Child Safety Seat Program:** As a result of implementing this program the Coventry Police Department will better serve its residents by dedicating officers specifically to install child safety seats on a regular basis allowing our patrol division to remain in service to proactively patrol the community.

**Communication Upgrade and Interoperability:** The outcome of this purchase will best be evaluated by such means as reliability, effectiveness while servicing the community and ensuring the safety of our officers.

### **Organizational Capabilities**

The Coventry Police Department in conjunction with the Finance Director for the Town of Coventry will open a separate account and corresponding line item to be utilized exclusively for the tracking, draw-down and expenditure of any and all funding received under this grant.