

# **NEW BUSINESS**

**12-7-09**



November 23, 2009

Town of Middleborough  
Board of Selectmen  
Town Hall  
20 Centre Street  
Middleborough, MA 02346

**RE: Burger King #5173**

To Whom It May Concern:

LBK, LLC will be acquiring the above referenced Burger King on or around December 1, 2009. Please find enclosed the license/permit application and fee included. Please mail the original license once complete, to LBK, LLC, 822 Lexington Street, Second Floor, Waltham, MA 02452. We will keep a copy for our office files and forward the original to the restaurant. If you prefer to mail the original to the restaurant, please either mail or fax a copy to us.

If you have any questions or need any additional information, please give us a call at (781) 893-0990. Thank you in advance for your prompt attention to this matter.

Sincerely,

A handwritten signature in cursive script that reads "Melissa Goldberg".

Melissa Goldberg  
Accounts Payable Manager

Enclosures

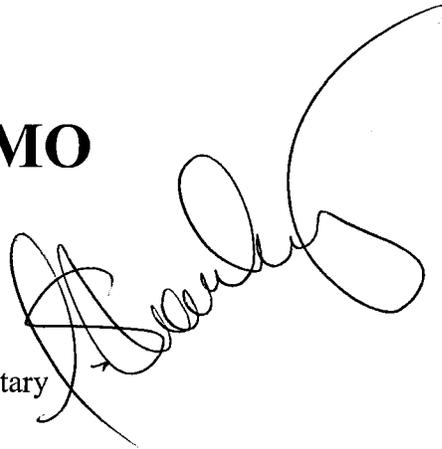
**LBK, LLC**  
822 Lexington Street, Second Floor, Waltham, MA 02452 (781)893-0990 Fax (781) 899-6977  
A Franchisee of Burger King Corporation

# MEMO

TO: Board of Selectmen  
Town Manager  
File

FROM: Jackie Shanley, Confidential Secretary

DATE: 12-2-09



I called and spoke with Melissa at B.K. Headquarters regarding outstanding municipal taxes owed to the Town. I provided her with contact information for Deputy Collector Joe Rogers and advised her to resolve prior to Monday evening and to provide proof of same.

I explained that the Board may elect to vote subject to, in the event that she is unable to resolve by Monday eve., however, made it clear that this is completely at the Board's discretion.

BOS:

As of Fri. 12/5/09  
Only owe \$48.82 + have been  
in touch with Deputy Collector  
to arrange payment

Jackie

CRANBERRY CAPITAL OF THE WORLD

*RUE*



Town of Middleborough  
Massachusetts

Phone: 508-946-2405  
Fax: 508-946-0058

*Attn: Joan*

BOARD OF SELECTMEN  
Martha L. Brunelle

Patrick B. Rogers  
Wayne C. Perkins  
Steven P. Spataro

APPLICATION FOR LICENSE  
(PLEASE TYPE OR PRINT CLEARLY)

DATE 11-20-09  
NAME OF APPLICANT LBK LLC  
ADDRESS OF APPLICANT 122 Lexington St and Ft Waltham ma 02452  
ASSESSORS MAP & LOT \_\_\_\_\_  
NAME OF BUSINESS Burger King 5178  
OWNER OF PROPERTY TO BE LICENSED LBK LLC  
ADDRESS OF PROPERTY TO BE LICENSED 460 W. Street Middleborough  
ASSESSORS MAP & LOT 048-2994

TYPE OF LICENSE REQUESTED (Check One)

- 2<sup>nd</sup> Hand Furniture \_\_\_\_\_
- Class I License \_\_\_\_\_
- Class III License \_\_\_\_\_
- Common Victualer
- 2<sup>nd</sup> Hand Clothing \_\_\_\_\_
- Class II License \_\_\_\_\_
- Liquor License \_\_\_\_\_
- Other \_\_\_\_\_

Anticipated Start Date for Business 12/1/09  
Hours requested: \_\_\_\_\_

Has the Applicant previously held a similar license in the Town of Middleborough or elsewhere? If yes, explain:  
\_\_\_\_\_  
\_\_\_\_\_

Signature *B. St. John*

DATE OF HEARING 12/7/09

APPROVED/DENIED

Do not write below line: To be Completed by Treasurer/Collector:

Please inform this department, as well as the Board of Selectmen, as to whether or not the above listed property owner/applicant/petitioner owes the Town of Middleborough any outstanding taxes and/or municipal charges that remain unpaid for more than one year.

Does Property Owner/Applicant/Petitioner owe Taxes/Municipal Charges? Yes

*J. Small*

**JOSEPH E. ROGERS, DEPUTY**  
**P.O. BOX 48**  
**TAUNTON, MA 02780**

**Phone Number: 508-823-0842**

**Office Hours**

**Monday – Friday**

**9:00 A.M. – 4:00 P.M.**

## MEMORANDUM

TO: Jeanne Spalding, Health Officer  
Robert Whalen, Building Commissioner  
FROM: Jackie Shanley  
Confidential Secretary to the Board of Selectmen  
DATE: December 2, 2009  
SUBJECT: Request for Common Victuallers License

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Attached please find a copy of an application for a Common Victualler's license filed by Burger King #5173, for 460 W. Grove Street, M048, L2994.

The Board will consider this request at its meeting on **Monday, December 7, 2009** under New Business.

As last week was a short week, the request for response is shorter than the normal protocol. If you would please submit any comments or concerns regarding this request by 12 Noon on **Friday, December 4, 2009**, I would appreciate it.

Thank you.

Attachments

COMMONWEALTH OF MASSACHUSETTS  
TOWN OF MIDDLEBOROUGH  
BOARD OF SELECTMEN (BOARD OF HEALTH)

NOTICE OF BETTERMENT AGREEMENT November 10, \_\_\_\_\_, 2009  
NOTICE OF BETTERMENT

TO THE REGISTER OF DEEDS OF PLYMOUTH COUNTY

NOTICE is hereby given that the Board of Selectmen of the Town of Middleborough acting as a Board of Health pursuant to General Laws, Chapter 111, Section 127B 1/2 entered into a Betterment Agreement

Dated May 14, 2009 with Carol Harlow & Jeffery D. Kaplan  
(insert date) (insert name(s) of property owner(s))

with respect to real estate located at 271 Everett Street  
(insert address of property)

in Middleboro, Massachusetts and described in a deed recorded in the Plymouth County

Registry of Deeds in Book 24041, Page 285-286  
(insert book and page)

or filed as Document Number \_\_\_\_\_ with the Plymouth  
(insert document number of deed)

District of the Land Court. The purpose of the Betterment Agreement is to authorize and enable the aforesaid property owner(s) to cause the said property to be serviced properly

by a septic system funded by financial assistance from the Town of Middleborough in the sum of up to and not exceeding

Eleven Thousand Four Hundred Forty Five Dollars (\$ 11,445.00),  
(insert amount in writing) (insert amount in numbers)

The aforesaid property owner(s) shall be responsible to pay the Town of Middleborough for all funds advanced to the owner(s) pursuant to the Betterment Agreement together with interest.

The Betterment Agreement and this Notice shall be subject to the provisions of Chapter 80 of the General Laws relative to the apportionment, division, reassessment and collection of Assessment, abatement and collections of assessments and to interest. The lien for betterment under Chapter 80, the Betterment Agreement and this Notice of Betterment Agreement shall take effect by operation of law on the day immediately following the due date of such assessment or apportioned part of such assessment.

**This Notice of Betterment Agreement shall be a betterment under Chapter 80.**

\_\_\_\_\_  
**Patrick E. Rogers, Chairman**

\_\_\_\_\_  
**Muriel C. Duphily**

\_\_\_\_\_  
**Marsha L. Brunelle**

\_\_\_\_\_  
**Stephen J. McKinnon**

\_\_\_\_\_  
**Alfred P. Rullo, Jr.**

**Board of Selectmen  
Town of Middleborough**

Commonwealth of Massachusetts  
County of Plymouth

On This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ before me the  
undersigned Notary Public, personally appeared \_\_\_\_\_, proved  
to me through satisfactory evidence of identification which was \_\_\_\_\_  
to be the person whose name is signed on the preceding or attached document, and  
acknowledged to me that he/she signed it voluntarily for its stated purpose(s).

\_\_\_\_\_  
Signature of Notary  
Jacqueline M. Shanley

(Seal)  
My commission expires:

**COMMONWEALTH OF MASSACHUSETTS  
TOWN OF MIDDLEBOROUGH  
BOARD OF SELECTMEN (BOARD OF HEALTH)**

**NOTICE OF BETTERMENT AGREEMENT November 10, \_\_\_\_\_, 2009 \_\_\_\_\_.**  
**NOTICE OF BETTERMENT**

**TO THE REGISTER OF DEEDS OF PLYMOUTH COUNTY**

**NOTICE is hereby given that the Board of Selectmen of the Town of Middleborough acting as a Board of Health pursuant to General Laws, Chapter 111, Section 127B 1/2 entered into a Betterment Agreement**

**Dated June 9, 2009 with Richard & Tracey Benson**  
**(insert date) (insert name(s) of property owner(s))**

**with respect to real estate located at 141 Colby Drive**  
**(insert address of property)**

**in Middleboro, Massachusetts and described in a deed recorded in the Plymouth County**

**Registry of Deeds in Book 1345, Page 285**  
**(insert book and page)**

**or filed as Document Number \_\_\_\_\_ with the Plymouth**  
**(insert document number of deed)**

**District of the Land Court. The purpose of the Betterment Agreement is to authorize and enable the aforesaid property owner(s) to cause the said property to be serviced properly**

by a septic system funded by financial assistance from the Town of Middleborough in the sum of up to and not exceeding

Fourteen Thousand Eight Hundred (\$ 14,800.00 ).  
(insert amount in writing) (insert amount in numbers)

The aforesaid property owner(s) shall be responsible to pay the Town of Middleborough for all funds advanced to the owner(s) pursuant to the Betterment Agreement together with interest.

The Betterment Agreement and this Notice shall be subject to the provisions of Chapter 80 of the General Laws relative to the apportionment, division, reassessment and collection of Assessment, abatement and collections of assessments and to interest. The lien for betterment under Chapter 80, the Betterment Agreement and this Notice of Betterment Agreement shall take effect by operation of law on the day immediately following the due date of such assessment or apportioned part of such assessment.

This Notice of Betterment Agreement shall be a betterment under Chapter 80.

\_\_\_\_\_  
Patrick E. Rogers, Chairman

\_\_\_\_\_  
Muriel C. Duphily

\_\_\_\_\_  
Marsha L. Brunelle

\_\_\_\_\_  
Stephen J. McKinnon

\_\_\_\_\_  
Alfred P. Rullo, Jr.

Board of Selectmen  
Town of Middleborough

**Commonwealth of Massachusetts  
County of Plymouth**

**On This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ before me the  
undersigned Notary Public, personally appeared \_\_\_\_\_, proved  
to me through satisfactory evidence of identification which was \_\_\_\_\_  
to be the person whose name is signed on the preceding or attached document, and  
acknowledged to me that he/she signed it voluntarily for its stated purpose(s).**

\_\_\_\_\_  
**Signature of Notary  
Jacqueline M. Shanley**

**(Seal)  
My commission expires:**

COMMONWEALTH OF MASSACHUSETTS  
TOWN OF MIDDLEBOROUGH  
BOARD OF SELECTMEN (BOARD OF HEALTH)

NOTICE OF BETTERMENT AGREEMENT November 10, \_\_\_\_\_, 2009 .  
NOTICE OF BETTERMENT

TO THE REGISTER OF DEEDS OF PLYMOUTH COUNTY

NOTICE is hereby given that the Board of Selectmen of the Town of Middleborough acting as a Board of Health pursuant to General Laws, Chapter 111, Section 127B 1/2 entered into a Betterment Agreement

Dated April 24, 2009 with Lisa Keady  
(insert date) (insert name(s) of property owner(s))

with respect to real estate located at 120 Pleasant Street  
(insert address of property)

in Middleboro, Massachusetts and described in a deed recorded in the Plymouth County Registry of Deeds in Book 28172, Page 201-203  
(insert book and page)

or filed as Document Number \_\_\_\_\_ with the Plymouth  
(insert document number of deed)

District of the Land Court. The purpose of the Betterment Agreement is to authorize and enable the aforesaid property owner(s) to cause the said property to be serviced properly

by a septic system funded by financial assistance from the Town of Middleborough in the sum of up to and not exceeding

Twenty One Thousand Nine Hundred Eighty Dollars .10/100 21,980.10  
(insert amount in writing) (insert amount in numbers)

The aforesaid property owner(s) shall be responsible to pay the Town of Middleborough for all funds advanced to the owner(s) pursuant to the Betterment Agreement together with interest.

The Betterment Agreement and this Notice shall be subject to the provisions of Chapter 80 of the General Laws relative to the apportionment, division, reassessment and collection of Assessment, abatement and collections of assessments and to interest. The lien for betterment under Chapter 80, the Betterment Agreement and this Notice of Betterment Agreement shall take effect by operation of law on the day immediately following the due date of such assessment or apportioned part of such assessment.

**This Notice of Betterment Agreement shall be a betterment under Chapter 80.**

\_\_\_\_\_  
**Patrick E. Rogers, Chairman**

\_\_\_\_\_  
**Muriel C. Duphily**

\_\_\_\_\_  
**Marsha L. Brunelle**

\_\_\_\_\_  
**Stephen J. McKinnon**

\_\_\_\_\_  
**Alfred P. Rullo, Jr.**

**Board of Selectmen  
Town of Middleborough**

Commonwealth of Massachusetts  
County of Plymouth

On This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ before me the  
undersigned Notary Public, personally appeared \_\_\_\_\_, proved  
to me through satisfactory evidence of identification which was \_\_\_\_\_  
to be the person whose name is signed on the preceding or attached document, and  
acknowledged to me that he/she signed it voluntarily for its stated purpose(s).

\_\_\_\_\_  
Signature of Notary  
Jacqueline M. Shanley

(Seal)  
My commission expires:

# MIDDLEBOROUGH POLICE DEPARTMENT

99 NORTH MAIN STREET

MIDDLEBOROUGH, MA 02346

(508) 947-1212

Fax (508) 947-1009



Bruce D. Gates  
Chief of Police

November 30, 2009

Board of Selectmen  
Town Hall  
Middleborough, MA 02346

RE: Sergeants Position

Honorable Board,

I would ask the Board of Selectmen to request from civil service a certification list to promote a police officer to the rank of Police Sergeant. This would be a cost saving move to reduce overtime.

In my efforts to absorb budget reductions we did not fill 2 Lieutenants positions. I have only asked to have 1 sergeant position filled, which essentially filled the vacancy caused by the disciplinary action imposed last March, leaving the 2 Lieutenants slots still unfilled.

The additional 1.5% budget reduction in August, potential 9C cuts to local aide in October, and the March disciplinary action appeal, caused me to delay asking for the additional sergeant. Also we had applied for the Municipal Police Staffing Grant to fill one police officer and 1 sergeant position, but were unsuccessful in obtaining this limited funding.

Currently we are still down 2 supervisors from FY09. One sergeant on October 30 had shoulder surgery and is not expected back until sometime in 2010, causing us to be down 3 supervisors currently. The issue that is re-occurring is that when some shifts may not be at minimum staffing and a supervisor takes the shift off, we still have to hire a supervisor on overtime as the contractual obligation requires this. As I have explained if we have to fill 17 supervisor shifts in a year it is more cost effective to promote someone. Also a supervisor does count towards the minimum staffing number of a shift. It does not make sense in these times to pay overtime to hire a supervisor if the shift is not at minimum staffing.

This is only a request to promote 1 person and not to hire an additional person. By promoting we save on the overall operating cost of the department by reducing the contract mandated overtime. This pay increase from police officer to sergeant can be covered in the remaining FY2010 Police Department budget.

A handwritten signature in cursive script, appearing to read "Bruce D. Gates".

Bruce D. Gates,  
Chief of Police

The Commonwealth of Massachusetts  
Human Resources Division, Civil Service Unit  
One Ashburton Place  
Boston, MA 02108

Telephone (617) 727-3777  
Toll Free within MA: 1-800-392-6178  
Fax: (617) 727-0399  
TDD: (617) 878-9762

## Civil Service Requisition (Form 13)

Do not use this Form for transfer (use Form 9) or for reinstatement (use Form 10)

**Please complete the following information.**

City/Town or State Agency: Middleborough \_\_\_\_\_ Date: Nov. 30, 2009 \_\_\_\_\_

Department: Police \_\_\_\_\_

Division: \_\_\_\_\_

Mailing Address: 99 N.Main St. \_\_\_\_\_

City: Middleborough \_\_\_\_\_ State: MA \_\_\_\_\_ Zip Code: 02346 \_\_\_\_\_ County or location of job: Plymouth County \_\_\_\_\_

Phone: 508-947-1212 \_\_\_\_\_ Fax: 508-947-1009 \_\_\_\_\_ Email: bruce.gates@mpdmail.com \_\_\_\_\_

**Please select (✓) an option and complete the requested information below:**

To the Personnel Administrator:

I hereby certify that I have the power of appointment and that there are no employees entitled to reinstatement in this position (General Laws, Chapter 31, Section 39) and therefore call for a requisition as follows:

\_\_\_ I request an EXAMINATION as described on the reverse side.

I request a CERTIFICATION from an existing: \_\_\_ Open Competitive  Departmental Promotional, eligible list

Position Title: Police Sergeant \_\_\_\_\_ Title Code: \_\_\_\_\_ Level/Grade: step 1 \_\_\_\_\_

Salary Range: \$1,168.15 weekly \_\_\_\_\_ Number of Vacancies: 1 \_\_\_\_\_ Closing Date: \_\_\_\_\_

Status Type (check one): Permanent  Temporary \_\_\_ Military Substitute \_\_\_

Employment Type (check one): Full Time  Part Time \_\_\_ Reserve \_\_\_ Intermittent \_\_\_ Call \_\_\_

Date Employment to Begin: Dec. 8, 2009 \_\_\_ If temporary, employment end date: \_\_\_\_\_

Other Requirements: \_\_\_\_\_  
(for example: unusual hours, driver's license, etc.)

An updated Position Description Form (Form 30) must be on file with the Human Resources Division or must be attached to this requisition.

Form 30 attached: \_\_\_ Form 30 already on file:  Date Form 30 filed: \_\_\_

Do you require an alternative or selective certification? If yes, please check the box that applies below.

Number of vacancies to be filled using PAR.10: \_\_\_\_\_ Female: \_\_\_ Minority: \_\_\_

Please note that PAR.10 Minority certification may not be utilized for entry level appointments in departments subject to NAACP or Castro consent decrees. PAR.10 may be requested for promotional titles.

Selective Certification: Gender: \_\_\_ EMT: \_\_\_ Bilingual: \_\_\_ specify language: \_\_\_\_\_

For a Labor Service position: If heavy work, check box: \_\_\_ If the position is in Class II or III, see reverse side.

Any information, certification, or proposed action on the reverse side is included in this requisition with the approval of the undersigned.

Patrick E. Rogers, Chairman, Board of Selectmen, Nov. 30, 2009 \_\_\_\_\_

Signature of the officer authorized by law to make appointments.

Typed name, title and date

Interviewer/Contact: Name and title. Give the full address of the location where the interviews are to be held.

Bruce D. Gates, Chief of Police \_\_\_\_\_

99 N.Main St. Middleborough MA 02346 \_\_\_\_\_

Appointing Authorities requiring certification and approval of appointees prior to a specific Recruit Training Academy date are reminded that they must allow adequate time for completion and audit of the appointments.

If slots have been reserved in a Recruit Training Academy for projected appointees from this requisition, please indicate the proposed academy date: \_\_\_\_\_ (Informational Purposes Only)

(Please complete all applicable information on reverse side)

Department heads may recommend any method proposed under *Massachusetts General Law, Chapter 31* to fill a position, the more common of which are listed below. The method you propose should be checked with the law. The Sections cited below appear in *Chapter 31 of the Massachusetts General Laws* (as recodified by *Chapter 767 of the Acts of 1981*). Request is made to fill the vacancy on this requisition as follows:

### OFFICIAL SERVICE

#### **Appointment**

By certification from an existing eligible list established as a result of an Open-Competitive Examination or, if there is no suitable eligible list, by holding an Open-Competitive Examination. (Section 6)

#### **Appointment and Promotion**

By offering both an Open-Competitive examination and a promotional examination to be held concurrently. The type of promotional examination is indicated below:

#### **Promotion**

Certification from an existing list established as a result of a promotional examination.

Qualifying examination of the following-named person who is the • first, • second, or • third most senior employee in length of service and has been employed for at least three years in the next lower title in the department, or who is • the only employee with at least one year in length of service in any lower title in the series in the department.

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

Title of present position: \_\_\_\_\_

Departmental Promotional Examination. (Section 9)

Alternate Departmental Promotional Examination. (Section 10)

Competitive Promotional Examination. (Section 11)

#### **Promotion to Official Service from Labor Service**

Departmental Promotional Examination to fill a position, which must be in the lowest grade in the official service, as determined by the Personnel Administrator. (Section 30)

### LABOR SERVICE PROMOTION

This requisition should include under Title of Position any present rating(s) that are retained. If any ratings are to be discontinued, please set forth this fact under **REMARKS**.

I hereby certify that I have posted a **Promotional Bulletin** for 5 working days prior to filling this requisition. (Section 29)

Date of posting: \_\_\_\_\_ Exact place(s) of posting: \_\_\_\_\_

#### **CHECK WHICH ONE OF THE FOLLOWING APPLIES:**

As a result of said posting I request promotion of the following permanent employee who is one of the three most senior employees in the lower grade in point seniority in the Labor Service having the required qualifications and willing to accept such position.

Name: \_\_\_\_\_ Title of present position: \_\_\_\_\_

As a result of said posting, there is no employee in a lower grade qualified and willing to accept this position, and I request certification from the eligible list.

### REMARKS



**Plymouth County Sheriff's Department  
Policy & Procedure for  
*The Communicator NXT! and Geocast Web***

**I. PURPOSE**

- A. The purpose of this document is to establish policy and procedures governing the use of the Plymouth County Sheriff's Department *Communicator NXT* System which includes, *GeoCast*.
- B. The *Communicator NXT* and *GeoCast* shall be used for emergency and non-emergency situations to notify public safety personnel and/or citizens of Plymouth County. The *Communicator NXT* or *GeoCast* cannot be used for:
- Profit activity
  - Personal use
  - Advertising of any product or service
  - Political messages
  - Improper or erroneous messages

**II. SCOPE**

This procedure establishes guidelines for the operation and maintenance of the Plymouth County Sheriff's Department rapid notification system, the *Communicator NXT*.

**III. DESCRIPTION OF SYSTEM**

The Plymouth County Sheriff's Department has implemented a rapid notification response system called the *Communicator NXT*. The *Communicator NXT* is an automated notification system which currently utilizes 72 telephone lines over a secure T1 line. The *Communicator NXT* has the ability to notify large amounts of people in a short period of time. With 71 outgoing phone lines the *Communicator NXT* is able to call 1000 phone lines in approximately 15 minutes assuming the recorded message is 30 seconds long.

The *Communicator NXT* may be activated at the discretion of the Sheriff or the Sheriff's designee in emergency and/or non-emergency situations.

**IV. DEFINITIONS**

- A. **DCC** is an acronym for Dialogic Communications Corporation  
730 Cool Springs Blvd.  
Suite 300  
Franklin, TN 37067  
Customer Support (615)794-2307 8a.m. – 5 p.m. Central Time  
After Hours Support (615)782-1100  
Customer Number 4293

- B. The **Communicator NXT** is a computerized notification system that has the capability of contacting specific groups of people in a relatively short period of time.
- C. The **GeoCast** is a computerized notification system that has the capability of notifying all available listed phone numbers within a selected geographical area.
- D. A **Scenario** is the setup necessary to send a notification, which includes who is being contacted and how they are notified (home phone, work phone, pager, cell phone, email, etc.) based on a specified emergency or non-emergency situations.
- E. **Scenario Activation** is the procedural step to start a notification from either the *Communicator* or *GeoNotify*.
- F. **Scenario Activation Manual** is a written manual provided to authorized users detailing the operation and maintenance of the *Communicator*.
- G. **Systems Administrator and Authorized Users** are personnel employed by the Plymouth County Sheriff's Department and designated by the Sheriff, or designee, to activate the *Communicator*. System administrators and authorized users shall and must be trained in the operation and maintenance of the *Communicator* and *GeoNotify*.

## V. **AUTHORIZED USERS**

Only trained authorized personnel shall have access to the *Communicator*. Authorized users are specified by the Sheriff or designee.

## VI. **ACTIVATION PROCEDURES FOR THE COMMUNICATOR**

### A. Activation of a Notification:

The following procedures must be taken to activate a message for the *Communicator* from the Plymouth County Sheriff's Department Communications Center:

1. The requesting agency calls the main number 508-830-6200, identifies their agency and title and requests the *Communicator* be activated. The systems administrator must verify that accurate and complete information is obtained for the notification. The Sheriff, or designee, must approve the notification.
  - a. All non-emergency requests for notifications shall be submitted at least twenty four hours in advance.
  - b. The Sheriff, or designee, shall specify requests as emergency or non-emergency situations.

2. A *written request* must be completed before activating *any* notification. This form may be in the form of a fax to 508-830-6215 or emailed to [ncallahan@pcsdma.org](mailto:ncallahan@pcsdma.org) from the requesting agency.
3. A PCSD systems administrator will select or create an appropriate scenario and corresponding recipients to receive a notification.
4. A systems administrator will review the notification and prepare a recording to be activated.
4. The scenario will be activated and a systems administrator will produce reports using the *Communicators* reporting system. All reports must be submitted to the Sheriff, or designee, within 24 hours of the notification.

## **VI. MAINTENANCE**

The systems administrator shall collect, maintain, and update lists of all personnel to be notified through the *Communicator*. Public safety agencies, outside of the Plymouth County Sheriff's Department, are responsible to provide the systems administrator with updated records on the agencies listed personnel.

No additional software of any kind shall be installed on the *Communicator* server without the approval of Dialogic Communications Corporation and the systems administrator.

Citizens of Plymouth County may request to be added or deleted from the *Communicator* at any time. This must be done in writing and have the person's name, address, telephone number, statement of intention, and signature.

All notification request forms, citizen request forms, operator logs, reports, and personnel information updates shall be forwarded to the systems administrator.

### **Attachments:**

Personnel Contact Form  
Missing Persons Form  
Hazmat Form  
Fugitive Form  
Message Activation Form