



**CITY OF PARK RIDGE  
POLICE DEPARTMENT**

200 S. VINE AVE  
PARK RIDGE, IL 60068  
TEL: 847/318-5252  
FAX: 847/318-5308  
TDD: 847/ 318-5252  
[www.parkridgepolice.org](http://www.parkridgepolice.org)

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FRANK J. KAMINSKI  
CHIEF OF POLICE

## PRPD COVID STAFFING PLAN

**GOAL:** To maintain basic police services during the current COVID pandemic, in a cost neutral manner.

**CONCEPT:** In order to maintain patrol coverage, and to minimize possible COVID exposure, the following system will be followed utilizing the current patrol shifts and rotation, while attempting to minimize exposure levels to police personnel.

1. The Park Ridge Police Department will continue honoring our oath to the community through professionalism, respect, pride and dedication. All members shall operate under the mission that was proudly created and demonstrated by all sworn personnel.
2. All Leave, DRT, TC, and Training Days will be cancelled starting on Friday March 27, 2020 until Friday May 15, 2020 @ 0600 hours. These dates are subject to change due to the Government orders, and the discretion of the Chief of Police.
3. 12 hour shifts will be maintained.
4. The HB Calendar will be suspended for the periods during this protocol and will be reinstated immediately upon the completion of this emergency plan.
5. The recently issued patrol response protocols and systems would be observed during the course of the emergency.
6. Each shift is maintained in its current configuration and rotation. Shifts may be supplemented with SRO's, Investigations, Traffic, etc.
7. Each shift would consist of 2 Supervisors, and 8 Patrol Officers.
8. Each shift would be split into two groups, Platoon A and Platoon B.
9. Each platoon will consist of 4 officers and one supervisor. We will operate on a 4 beat plan and the supervisor will cover beats as needed.
10. When Platoon A is scheduled to work, Platoon B will maintain a Paid on Call (POC) status, and vice versa. The platoon on a POC status will remain in a state of readiness, and will be available to report to work immediately whenever it is deemed necessary. While on POC status, personnel will shelter in place at their primary residence.
11. Personnel on POC status are required to check in with their Platoon Supervisor at regular intervals throughout their shift, not less than 4 times a shift. Personnel will also be required to check their department email regularly during their shift, but not less than 3 times per day. All personnel can access their Park Ridge work emails by going online (via home computer, or via cell phone internet) and going to [outlook.office365.com](http://outlook.office365.com) and

- once you are there you would use your City login user name and password. If you are having problems with that email immediately contact your Platoon Supervisor.
12. All personnel shall ensure that Post 1 and your Platoon Supervisor have their current phone number and address. All personnel shall respond to phone calls from the department immediately. Response times will be monitored by supervisors and if there are issues with response time the policy will be reviewed and updated as needed.
  13. Personnel on POC status may be assigned duties to complete at their residence at the discretion of the Chief of Police, or his designee.
  14. All personnel ordered to shelter in place at primary residence during the length of the emergency in accordance with current Illinois Executive Order when not scheduled to work and not on POC status.
  15. A reserve consisting of remaining officers and supervisors will also be established.
  16. Manpower shortages shall be filled by use of either the platoon that is on POC status of that shift, or by the utilization of members of the reserve platoon. Generally if it is a shortage due to a member being placed on quarantine, the replacement will come from the Reserve Platoon. For short time sick calls, bond hearings, or extra manpower needed for call volume, we would utilize the POC Officers Platoon until they are exhausted and then move onto the Reserve Platoon.
  17. When an officer is calling in sick they shall speak directly to their Platoon Supervisor to make notification that they are sick and if they believe they will in a quarantine situation. This call needs to be made as early as possible in order to ensure proper manpower on the shift. If the sick officer isn't able to talk directly to his/her Platoon Supervisor then they should contact the on duty Watch Commander. If they are unable to speak with the on duty Watch Commander then they should contact Post 1. Post 1 will then make notification to the on duty Watch Commander who will then contact that officers Platoon Supervisor.
  18. The early car will be scheduled ahead of time just as it is for regular duty. The early car will start at 0530 or 1730 and will be stationed in the center of town ready to respond to in progress calls. The Platoon Supervisor will hold roll call with the remaining officers, either in person or via a virtual roll call.
  19. Issues regarding the scheduling would be adjudicated by the patrol commander of the affected shift.
  20. If patrol shortages cannot be fulfilled by other platoon assigned to the shift, members of the reserve platoon may be utilized. The reserve platoon must maintain a staffing level of at least one supervisor and 4 officers.
  21. Oncoming POC Platoon Supervisors will make contact with the on duty Platoon Supervisor prior to one hour before their shift is to commence (prior to 0500 hours and 1700 hours) to determine if any of the POC officers are needed immediately and to get a shift briefing. The oncoming POC Platoon Supervisor will hold a virtual roll call (conference call) at 0500 hours or 1700 hours and will advise the POC officers if they need to report to PRPD or if they will remain in a state of readiness, available to report to work immediately from their primary residence during their assigned shift.
  22. The on duty Watch Commander should attempt to have the blog ready before the 0500 or 1700 virtual briefing of the oncoming POC shift. All blog emails will be sent to the all police email so that all officers can review all blog entries remotely via email.

23. This schedule will be closely monitored by Command Staff on a weekly or shorter basis. This schedule is a work in progress and is subject to changes and modifications.
24. Staffing levels will be reviewed after the first work period, and any adjustment will be implemented during subsequent work periods.
25. This system will begin on Friday March 27, 2020 at 0600 hours and run through May 15, 2020 @ 0600 hours.
26. DRT will be scheduled by the patrol supervisor if more than 160 hours are worked during each 28 day period. DRT will be paid out at straight time if it is unable to be scheduled and that officer works 168 hours in the 28-day period.
27. Overtime will be paid per the bargaining unit contracts. Generally, payroll is not computed as overtime until an officer works 160 hours in a 28-day period.
28. The Reserve Platoon will be comprised of members from the Detective Division. The Reserved Platoon will be allowed to work from their primary residence, while also maintaining social distance, and in a state of readiness to report to PRPD during their shifts. The Reserve Platoon will primarily be utilized to fill a quarantine call in, however if necessary when the POC officers for that shift have been exhausted the Reserve Platoon Supervisor will activate the appropriate Detective on the Reserve Platoon. The Reserve Platoon shall be available to report to work immediately when it is deemed necessary. Reserve Platoon Officers will maintain contact with the Reserve Platoon Supervisor several times a day, 7 days a week and they will also check their department email no less than 4 times a day.
29. Detective will also remain on call at the discretion of the Detective Commander when the needs arise. The Detective Commander / Reserve Platoon Supervisor will also utilize members of the Reserve Platoon to follow up on cases that need immediate attention.
30. The schedules are subject to change by management at any time due to the uncertainty of this pandemic and the constant changing needs of the department.
31. PRPD Command Staff will continue to conduct daily briefings, in person or virtually, in order to assess the needs of the department and the community.
32. All members shall continue to adhere to the Park Ridge Police Mission / Value Statement

## **BLUE DAYS**

### Platoon A

Sgt. Ware/Sgt. Hahn  
 Genualdi  
 Moehrlin  
 Panizo  
 Rechlicz

### Platoon B

Cmdr. Kampwirth  
 Sanetra  
 Raitano  
 Cacioppo (On Leave until 03/29/2020)

## **BLUE NIGHTS**

### Platoon A

Sgt. Faso  
 LaFrancis  
 Richards  
 Pavone  
 Brown

### Platoon B

Sgt. Anderson  
 Koller  
 Marczyk  
 Pearson

Dorsey

Kadzielawa

**GREEN DAYS**

**GREEN NIGHTS**

Platoon A

Sgt. Luehr  
Evans  
Orta  
McGannon  
Burke

Platoon A

Sgt. Hilderbrant  
Robert  
Stephens  
Czworniak  
Lynch

Platoon B

Cmdr. Ryan  
K. Ryan  
Waddell  
Doucet  
Moravet

Platoon B

Sgt. Delfosse  
Kearns  
Juarez  
Fitzgerald  
Szwejkowski

Reserve Platoon

Cmdr. Shaughnessy  
Dorner  
McEwen (On Leave until 04/02/2020)  
King  
Stopka (On Leave until 03/31/2020)  
Lauria (Cover POC for Cacioppo until 03/29/2020)  
Garcia  
Peterson