



GRIEVANCE

(use additional sheets where necessary)

Lodge/Unit No. #16
Year 12013/
Grievance No. 13-3

Date Filed: Nov. 4th 2013
Department: PARK RIDGE POLICE

Grievant's Name: DORSEY, SEAN First M.I.
DOULET, JASON
VAHETO, MARK Last

STEP ONE

Date of Incident or Date Knew of Facts Giving Rise to Grievance: Oct 25th 2013
Article(s)/Sections(s) violated: Memo of Agreement ARTICLE 2, ARTICLE IXA, SECTION 10
Briefly state the facts: SEE ATTACHED MEMO

Remedy Sought: THE AGREEMENT MADE BETWEEN THE CHIEF AND THE UNION THROUGH LABOR MANAGEMENT MEETINGS SHOULD BE HONORED, AND THE (2) TWO VACANCIES IN THE DETECTIVE BUREAU SHOULD BE OPENED AND MADE AVAILABLE TO BE FILLED BY NEW APPLICANT OFFICERS. CURRENT DETECTIVE ASSIGNED TO 3 YEAR SPOT, SHOULD NOT RECEIVE EXTENSION, AND SHOULD ROTATE BACK INTO PATROL AS STAFF.

Given To: [Signature]
Grievant's Signature 11-4-13

Date: 11-4-13
[Signature] FOP REPRESENTATIVE Long #16
FOP Representative Signature

EMPLOYER'S RESPONSE

UNABLE TO RESOLVE AT MY LEVEL.

[Signature]
Employer Representative Signature
JOHN DORNER
Person to Whom Response Given

COMMANDER
Position
11/4/13
Date

STEP TWO

Reasons for Advancing Grievance: UNABLE TO RESOLVE IN Step 1

Given To: [Signature]
Grievant's Signature 11-6-13

Date: [Signature]
FOP REPRESENTATIVE Long #16
FOP Representative Signature

EMPLOYER'S RESPONSE

See Attached Memo

[Signature]
Employer Representative Signature
Person to Whom Response Given

Chief 12-17-13
Position
Date

STEP THREE

Reasons for Advancing Grievance: UNABLE TO RESOLVE IN STEP 2

Given To: _____

Date: _____

[Signature]
Grievant's Signature

[Signature]
FOP Representative Signature

EMPLOYER'S RESPONSE

Grievance Denied

[Signature]
Employer Representative Signature

City Manager
Position

[Signature]
Person to Whom Response Given

2/5/14
Date

STEP FOUR

Given To: _____

Date: _____

Grievant's Signature

FOP Representative Signature

EMPLOYER'S RESPONSE

Employer Representative Signature

Position

Person to Whom Response Given

Date

REFERRAL TO ARBITRATION by Illinois FOP Labor Council

Person to Whom Referral Given

Date

FOP Labor Council Representative

Lodge/Unit No. Year Grievance No.
14 1203 / 13-3





**CITY OF PARK RIDGE
POLICE DEPARTMENT**

MEMORANDUM

DATE: December 10, 2013
TO: Detective Dorner, President – Fraternal Order of Police
FROM: Chief Kaminski *F. Kaminski*
RE: Grievance 13-3

I have reviewed the information presented in this grievance, and I have spoken to most of those involved. I do not believe this issue falls within the definition of a grievance (Article VIII A.). The guidelines for specialty assignments are not part of the contract. Clearly, Article III Management Rights permits the City to transfer employees. The Articles cited in the grievance, Article IX A and Article II are not applicable.

However, I do understand and respect the arguments made by the Union. We worked in our Labor Management meeting to establish guidelines for specialty assignments. This was a work in progress. We never considered what to do when someone voluntarily leaves a specialty position prior to the end of his/her term. Since it was not covered, the supervisors recommended allowing Detective Faso to finish that term, vacated by Detective Raitano, thus allowing him the opportunity to complete a five year cycle that is within the current guidelines. I felt that was an appropriate decision given Detective Faso's outstanding performance.

In order to resolve this grievance, I recommend that we meet in the Labor/Management Meeting to review the guidelines to avoid any confusion in the future.



MEMORANDUM

DATE: November 4, 2013
TO: Chief Kaminski
FROM: FOP President Dorner on behalf of grievant officers
RE: Specialty Grievance

Contained in the agreement from the Illinois Fraternal Order of Police Labor Council Lodge 16 and The City of Park Ridge, we contend the City of Park Ridge violated that agreement. Article II, Management Rights: the employer enforced its policy regarding specialty positions in an unreasonable and arbitrary manner when it disregarded the requirement that officers rotate out of specialty positions after an established amount of time.

Article IXA, Continuation of Work Practices: the employer violated the contract when it discontinued the practice of mandating the rotation of officers in specialty positions. In addition the memorandum of agreement was also violated Section 10, both parties mutually agreed in a labor management meetings about specialty assignment provisions for qualifications and length of assignments.

Through labor management meetings a committee, empowered by you, produced a guiding document which was drafted effective January 1st 2011, and distributed by you. Specified in this document it was mutually agreed upon to set forth a term limit for detective positions being three senior assignments and three rotational officers with no extensions allowed to the assignments, and requiring a cooling off period between assignments and prohibiting moving to other specialty positions. A projected specialty assignment openings document was also drafted stating that two detective openings shall be available in December 2013. In a Park Ridge Police personnel order #10-03 issued August 23rd 2010 by you, it specifically states persons and appointments to the detective bureau assigning two officers to a three year assignment (Faso and Stopka). Two officer to a five year assignment (McEwen and Raitano) and one detective to be determined at a later date to be appointed as a senior detective.

In Park Ridge police department personnel order 13-19 from October 10th 2013 Officer Faso was specifically stated for having completed the previously aforementioned three year rotational assignment and was due to rotate out of the bureau back into the patrol division effective January 3rd 2014. On October 25th 2013 Park Ridge Police Department personnel order 13-21 was then issued granting an extension to Officer Faso to a longer rotational spot that was currently occupied by Officer Raitano and had been forfeited by him as he requested to be assigned back to patrol rotation effective January 4th 2014. This extension violates the cooling off period, pervious term assignments within the division, violates the agreement made in labor management meeting between the union and you, and violates the agreement between our union and the City of Park Ridge.

CITY OF PARK RIDGE
STATE OF ILLINOIS



PARK RIDGE POLICE DEPARTMENT

	DATE OF ISSUE	EFFECTIVE DATE
PERSONNEL ORDER NO: 13-19	October 10, 2013	January 4, 2014

PERSONNEL CHANGES

AUTHOR: Chief F. Kaminski

I. PURPOSE

Announcement of personnel changes.

II. INFORMATION

Detective Steve Stopka has been assigned to the position of Senior Detective.

Additionally, effective January 3, 2014, Detective Mario Faso will transfer to Patrol.

III. ISSUING AUTHORITY

This Personnel Order shall supersede any directives or understandings in conflict.

By order of:

Frank J. Kaminski, Chief of Police

CITY OF PARK RIDGE
STATE OF ILLINOIS



PARK RIDGE POLICE DEPARTMENT

PERSONNEL ORDER NO: 13-21	DATE OF ISSUE October 25, 2013	EFFECTIVE DATE January 4, 2014
---------------------------	-----------------------------------	-----------------------------------

PERSONNEL CHANGES

AUTHOR: Chief F. Kaminski

I. PURPOSE

Announcement of personnel changes.

II. INFORMATION

Effective January 4, 2014, Detective Mario Faso will remain in Investigations to complete the 5-year detective spot vacated by Det. Tony Raitano (effective January 4, 2014). At that time, Ofc. Raitano will return to the Patrol Division.

III. ISSUING AUTHORITY

This Personnel Order shall supersede any directives or understandings in conflict.

By order of:

Frank J. Kaminski, Chief of Police

Qualifications and Experience:

Letter of intent for consideration on all specialty positions. Statement will include what your accomplishments are, experiences, and what you feel you would contribute to the position. A recommendation from the applicants' supervisor will be requested after the officer submits a letter of intent.

Years of service needed to apply:

- Park Patrol: (2) Two years experience, non-probationary
 - Detective: (5) Five years minimum
 - SRO: (5) Five years minimum
 - Accreditation/Crime Prevention: (5) Five Years minimum
 - Traffic: (5) Five Years minimum
-

Longevity of assignment:

- Park Patrol: (1) One Officer (1 year assignment, with park board discretion & possible extension)
 - Detective: (3) Senior Detectives (10 year assignment)
(3) Rotational Officers (5 year assignment)
 - SRO: (2) Officers (5+ year assignment, with schools discretion, and possible extension)
 - Accred/Crime Prevention: (1) One Officer (5 year assignment)
 - Traffic Coordinator: (1) Officer (5 year assignment)
-

Candidate officers for all specialty position openings will not be allowed to move immediately from one specialty position to another, without having spent at least (1) year in patrol between the assignments.

If there are not enough qualified candidates to fulfill a specialty position opening, the Chief has the option to choose and appoint personnel to an assignment that will best fit the needs of the department.

Effective 1-1-11

Projected Specialty Assignment Openings – 5 year period

	September 2010	December 2010	December 2011	December 2012	December 2013	December 2014	December 2015
Detective*	2*	2			2		2
SRO's			1	1			
Traffic		1					1
Crime Prevention		1					1
Park		1	1	1	1	1	1

* 3-year assignment per current guidelines

** New guidelines go into effect starting with assignment in January 2011 –New longevity limits, no going from specialty to specialty without a 1-year break

Note: Several retirements may occur between 2012 and 2015

2010 2011

7

8

9

CITY OF PARK RIDGE
STATE OF ILLINOIS



PARK RIDGE POLICE DEPARTMENT

	DATE OF ISSUE	EFFECTIVE DATE
GENERAL ORDER NO: 33E	AUGUST 3, 2006	AUGUST 3 2006
THIS ORDER REPLACES GENERAL ORDER NO: 33E		ISSUED: MARCH 11, 2004
CAREER DEVELOPMENT		AUTHOR: CMDR. L. JOGMEN

I. PURPOSE

The purpose of this General Order is to establish career development initiative for the members of the Department.

II. DEFINITIONS

CAREER DEVELOPMENT: Is a structural process that is utilized by the department to provide opportunities for individual growth and professional job enrichment at all levels of the organization.

CAREER COUNSELING: Provides information, guidance and direction to members, to assist them in future professional growth within the agency.

III. POLICY

- A. It is the policy of the Department that counseling and assistance in choosing, preparing, entering into or progressing within a current assignment, career specialty, or extra assignment is made available. The goal of the career counseling process is to provide opportunities for individual growth and development at all levels; thereby, promoting productive, efficient, and effective job performance, along with improving the member's overall level of job satisfaction.
- B. Career development fosters the improvement of personal skills, knowledge, and abilities. Career development counseling helps ensure personnel equal access to training and development opportunities relevant to their assignment and/or future job roles.
- C. Career development is based on career counseling and in-service training. Career counseling identifies three (3) elements:
 - 1. The skills, knowledge, and abilities of each individual relative to present and future assignments.
 - 2. In-service training requirements of a particular assignment.
 - 3. The extent to which training fulfills the expectations of the member and the department.

IV. MANAGING CAREER DEVELOPMENT

A. Objectives

- 1. Each job assignment within the department will have specific core training topics that are requisite to that particular assignment. For example, a basic patrol assignment would require a member to attend basic recruit training, domestic violence training, etc. The

training committee will evaluate the core topics annually to ensure the applicability to each assignment.

2. In-service training covering a wide variety of topics will be made available to members. Members will be eligible for in-service training, and at times may be required to attend. The Special Services Division Commander will coordinate the scheduling of this training and any necessary counseling.
3. Notifications of completed, job-related training courses, seminars and educational programs that a member receives, whether department scheduled or self-initiated, will be recorded in both the department training record and the member's personnel file.

V. PREREQUISITE FOR CAREER DEVELOPMENT COUNSELING

In order to provide effective career development activities, designated department career counselors generally shall be lieutenants and sergeants adequately trained in the following areas:

- A. General counseling techniques
- B. Skills, knowledge, and abilities (SKA) assessment techniques
- C. Salary, benefits, and training opportunities within the department
- D. Record keeping techniques
- E. Knowledge of external resources to supplement training.

VI. CAREER COUNSELING

- A. Members are encouraged to consult with a department career counselor whenever the need should arise. The counselor acts as a resource person to assist members with information, guidance, and direction pertaining to specialized and extra assignments.
- B. During annual review discussions, career counselors will use the career development evaluation summary checklist (Addendum A) to facilitate guidance and provide direction for the employee.
- C. The career development evaluation summary checklist will be maintained and reviewed by the training officer to ensure members are receiving training that enhances their career development and benefits the organization.

VII. SPECIALIZED ASSIGNMENTS AND EXTRA ASSIGNMENTS

- A. The training officer will maintain a file of current special assignments within the department. Specialized assignments are generally full time positions that may assist in enhancing job satisfaction and/or upward mobility within the department. Their duration is for a fixed period of time. Specialized assignments include:
 1. Community Relations/Crime Prevention Officer/Accreditation Manager
 2. Investigator/Juvenile Officer
 3. Traffic Officer
 4. School Resource Officer
 5. Tactical Officer
 6. Park Officer

B. Extra assignments are part-time in nature with added duties and responsibilities in a particular area of interest. These assignments include:

1. Bicycle Patrol Officer
2. Breathalyzer Operator
3. Defensive Tactics Instructor
4. Evidence Technician
5. Field Training Officer
6. Major Crash Unit Investigator
7. N.I.P.A.S. Emergency Services Team Member
8. N.I.P.A.S. Mobile Field Force Member
9. Police Explorer Post Advisor/Liaison
10. Range/Firearms Instructor
11. M.C.A.T. E.T.
12. M.C.A.T. Investigator
13. Honor guard
14. Drug Resistance Officer

VII. IN-SERVICE TRAINING FOR SPECIALIZED AND EXTRA ASSIGNMENTS

- A. Members in full-time specialized assignments or who have part-time extra assignments will be provided with appropriate training opportunities that will enhance their skills and knowledge for their particular specialty. Generally, this training will be provided as soon as practicable after the member's initial appointment into the new assignment.
- B. Supervisors will periodically assess the performance level of their subordinates to determine their effectiveness on the job. This assessment may indicate certain training that may enhance more efficient and effective job performance and satisfaction of the member. The supervisor may then make recommendations to the member and the training officer for future training to help improve the member's skill, knowledge and ability.

IX. CORE COURSES AND TRAINING FOR FULFILLING JOB ASSIGNMENTS

- A. The department will strive to ensure that members attend suggested core courses and training appropriate to their assignment that will help them develop a more meaningful and productive career.
- B. Courses and training are intended to enhance job performance and to increase job satisfaction of the member. Course availability, scheduling and the discretion of the department determine assignments of courses.
 1. Community Service Officer – Generally to be completed soon after initial employment with refreshers and re-certification as needed.
 - a. Basic 40 hour Community Service Officer Training
 - b. Animal Control
 - c. LEADS Certification
 - d. AED/CPR
 - e. Cultural/Ethnic Diversity
 - f. Sexual Harassment/Sensitivity
 - g. Matron Training (dealing with female arrestees)

2. Basic Patrol – Generally to be completed during the first three years in patrol. Some training may be repeated annually, bi-annually, etc. for re-certification:

- a. Basic Recruit Training
- b. Domestic Violence
- c. Radar Certification
- d. Cultural Diversity
- e. AED/CPR
- f. Terrorism
- g. Sexual Harassment/Sensitivity
- h. Defensive Tactics/O.C. Spray
- i. Firearms
- j. First Responder
- k. Basic Courtroom Testimony
- l. Use of Force
- m. Basic DUI Enforcement
- n. Portable breath test operation
- o. officer survival
- p. LEADS Certification
- q. Report Writing
- r. Recognizing Child Abuse
- s. Evidence Collecting for Patrol
- t. Community policing
- u. DUI/HGN related courses
- v. Advanced DUI enforcement with breath/alcohol certification

3. Experienced Patrol – 3 to 10 years

- a. Legal Updates – Search and Seizure
- b. Vehicle Code Review
- c. Cultural/Ethnic Diversity
- d. Domestic Violence and Crisis intervention
- e. Use of Force Review
- f. LEADS re-certification
- g. AED/CPR
- h. Firearms (continuous)
- i. Interview and Interrogation for Patrol
- j. High Risk Traffic Stops
- k. Defensive Tactics
- l. Community Policing (advanced concepts)
- m. Advanced accident investigation

4. Advanced Patrol – 11 to 20 years

- a. Legal Updates
- b. Vehicle Code Update
- c. LEADS re-certification
- d. Officer Survival
- e. Preparation for Supervisory Roles
- f. Advanced Accident Investigation certification
- g. Interview and Interrogation for Patrol

- h. Firearms (continuous)
- i. AED/CPR
- j. Use of Force/Less than Lethal
- k. Interpersonal Communication
- l. Retirement Planning
- m. Community Policing Strategies refresher
- n. Critical incident management

5. Specialized Assignments

- a. Community Relations/Crime Prevention Officer/Accreditation Manager
 - 1) Basic Crime Prevention course
 - 2) Public Speaking
 - 3) Community Relations
 - 4) Accreditation Training
- b. Investigator/Juvenile Officer
 - 1) Basic Criminal Investigations
 - 2) Surveillance Techniques
 - 3) Interview and Interrogations
 - 4) Arson Investigation
 - 5) Financial Crimes
 - 6) Major Crime Scene Investigation
 - 7) Other specific crime courses (homicide, drugs, con games, crimes against the elderly, etc.)
 - 8) Search and Seizure update
 - 9) Basic Juvenile Officer courses
 - 10) Recognizing Child Abuse
 - 11) Interviewing Juveniles
 - 12) Juvenile Court Act
- d. Traffic Officer
 - 1) Basic Traffic Officer course
 - 2) Truck Overweight Enforcement
 - 3) Vehicle Code Update
 - 4) Motorcycle Operator
 - 5) Drugged Driver Detection
- e. School Resource Officer
 - 1) School Resource Officer course
 - 2) Interviewing Juveniles
 - 3) School Violence Prevention
 - 4) Basic Juvenile Officer course
- f. Park Officer
 - 1) Public speaking

- 2) Community policing
- 3) Basic juvenile course

6. Extra Assignments

- a. Bicycle Patrol Officer - Police Mountain Bike Training and Refresher, as needed
- b. Breath-alcohol Operator - Breath Alcohol Testing course and subsequent re-certification. All patrol officers shall become certified as a breath/alcohol operator.
- c. Defensive Tactics Instructor
 - 1) Defensive Tactics
 - 2) Use of Force Options
 - 3) O.C. Spray Instructor
 - 4) Police Baton Instructor
 - 5) Taser instructor
- d. Evidence Technician
 - 1) Basic Evidence Technician
 - 2) Advanced E.T. Photography
 - 3) Bloodstain Evidence
 - 4) Major Crime Scene Investigation
 - 5) Arson Investigation
- e. Field Training Officer
 - 1) Basic Field Training Officer
 - 2) Instructor Development
 - 3) Problem Solving
- f. Major Crash Investigator
 - 1) Basic Accident Investigation
 - 2) Major Accident Reconstruction
 - 3) Vehicle Dynamics
 - 4) State certification (if applicable)
 - 5) Annual re-training
- g. N.I.P.A.S. Emergency Services Team Member - Specialized training, as required
- h. N.I.P.A.S. Mobile Field Force Member - Specialized training, as required
- i. M.C.A.T. E.T. – Specialized training, as required
- j. M.C.A.T. Investigator – Specialized training as required
- k. Range/Firearms Instructor
 - 1) Range Officer

- 2) Rapid Deployment
- 3) MP-5 Instructor/G36 long rifle
- 4) Use of Force Options
- 5) Bean bag round instructor

l. Honor Guard – Specialized training, as required

m. Drug resistance officer – Specialized training, as required

X. MANAGEMENT AND SUPERVISORY TRAINING

A. The department's career development will include job related training for all newly promoted personnel and for current supervisors as well. This on-the-job and external source training will act to develop and enhance many aspects of the member's leadership, management, and administrative skills in their current and future supervisory endeavors. (See General Order 33A: Training).

1. Basic Supervisor training (two weeks specialized training for Sergeants)
2. Performance appraisal
3. Management and Leadership
4. Communication
5. Counseling
6. Training relating to specific programs/divisions within the department
7. Advanced supervisor training (ten weeks specialized training for Lieutenants and Commanders)
8. Upper Management – Deputy Chief and Commanders (FBI National Academy, Southern Police Institute)
9. Critical incident management
10. State mandated training – Chief of Police and Deputy Police Chief (twenty (20) hours minimum)

XI. INVENTORY OF RESOURCES

A. The department will maintain reference materials of schools, academies, and other sources where members may receive additional education or specialized training outside the department to help further their career goals and objectives.

B. The training officer will maintain resource materials of prospective training offered throughout the year from various organizations including: Northeast Multi-Regional Training (NEMRT) Northwestern University Center for Public Safety, Northern Illinois Public Service Training Academy (N.I.P.S.T.A).

XII. JOB ROTATION IN SPECIALIZED ASSIGNMENTS

A. The department gains efficiency and effectiveness with experienced members who are able to obtain a high level of expertise through specialized assignments. To promote equity in these assignments, a rotation policy is utilized to allow other members an opportunity for assignment to specialized duties. This rotation policy serves several purposes:

1. It creates opportunities for duty re-assignment to prevent stagnation and "burn-out".

2. It allows members to gain necessary experience in a specialized area that may enhance their overall goals in career development.
 3. It brings new perspectives, ideas and insights to a specialized assignment, to help improve the effectiveness of the department and its components.
 4. The member will be afforded an opportunity for individual growth as well as improved job satisfaction and performance.
- C. The member's performance will be evaluated annually to determine if he will remain in the specialized or extra assignment. The department's best interest must be taken into consideration at this juncture.
- D. When a determination is made that a member will be rotated out of a specialized assignment, a memorandum announcing the vacancy will be issued, approximately 45 days prior to this rotation.
- E. Interested members that meet the criteria will submit a letter of intent as directed in the vacancy announcement.
- F. The supervisor(s) of the interested member will be requested to make a recommendation for their subordinate to be considered for the assignment.
- G. The deputy police chief, with the assistance of the supervisor of the particular assignment area will make the selection for appointment to a specialized or extra assignment. The chief of police will have final approval of the selection.
- H. Prior to final approval by the chief, a staff interview may be held. In addition, the following criteria will be considered:
1. Length of service with the department. (When two or more officers possess equal qualifications, seniority may be considered as an advantage).
 2. Special skills, general knowledge, prior experience in other special or extra assignments and previous training attended.
 3. Level of interest toward and expectations of the pending assignment.
 4. Level of performance as determined by the review of performance appraisals, sick time, and discipline records and other material deemed appropriate.
 5. Level of formal education achieved by the candidate.

XII. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of

Jeffrey S. Caudill, Chief of Police

Addendum A: Career Development Evaluation Summary Checklist

ADDENDUM A



CAREER DEVELOPMENT EVALUATION SUMMARY CHECKLIST

OFFICER NAME: _____ STAR # _____

DATE OF HIRE: _____

CURRENT ASSIGNMENT: _____

CAREER PATH SELECTED: _____

SPECIALTY ASSIGNMENT REQUESTED: _____

PART I: Current Status – (Basic Patrol, Experienced Patrol, Advanced Patrol or Specialty)
Courses Completed (Refer to G.O. 33E for course lists)

PART II: Identify training needs and establish time frames for progress

PART IV: Additional information/comments

Employee's Signature

Supervisor's Signature

Date Completed: _____

FORWARD COMPLETED FORM TO SPECIAL SERVICES DIVISION