

COLERAIN POLICE DEPARTMENT
SPECIAL ORDER
04-20

TO: All Personnel

FROM: Mark C. Denney, Chief of Police

DATE: March 19, 2020

SUBJECT: COVID-19 Operational Changes

Effective Monday, March 23, 2020 at 0700hrs, the following order will take effect and remain in effect until further notice.

All employees assigned to the **Criminal Investigative Unit** are reassigned to **Patrol** (see attached addendum for personnel assignments). The following changes apply to all employee schedules:

Each Sworn employee is assigned to one of eight squads (A-H). Each civilian employee is assigned to one of two squads (A and B). Those assignments are on the addendum.

Sworn: Squads A-D begin this rotation on Monday, March 23, 2020

Squad A: Is scheduled to work 0700hrs until 1900hrs Monday and Tuesday. They will be off Wednesday and Thursday. They will work Friday, Saturday and Sunday. They will then work the opposite schedule (off Monday and Tuesday, work Wednesday and Thursday, off Friday, Saturday and Sunday) the following week and rotate in that same manner until this order is no longer in effect. They will be scheduled off with pay from April 6, 2020 to April 20, 2020 when they will begin their rotation again.

Squad B: Is off Monday and Tuesday and is scheduled to work 1900hrs until 0700hrs Wednesday and Thursday. They will be off Friday, Saturday and Sunday. They will then work the opposite schedule (work Monday and Tuesday, off Wednesday and Thursday, work Friday, Saturday and Sunday) the following week and rotate in that same manner until this order is no longer in effect. They will be scheduled off with pay from April 6, 2020 to April 20, 2020 when they will begin their rotation again.

Squad C: Is scheduled to work 0700hrs until 1900hrs Monday and Tuesday. They will be off Wednesday and Thursday. They will work Friday, Saturday and Sunday. They will then work the opposite schedule (off Monday and Tuesday, work Wednesday and Thursday, off Friday, Saturday and Sunday) the following week and rotate in that same manner until this order is no longer in effect. They will be scheduled off with pay from April 6, 2020 to April 20, 2020 when they will begin their rotation again.

Squad D: Is off Monday and Tuesday and is scheduled to work 1900hrs until 0700hrs Wednesday and Thursday. They will be off Friday, Saturday and Sunday. They will then work the opposite schedule (work Monday and Tuesday, off Wednesday and Thursday, work Friday, Saturday and Sunday) the following week and rotate in that same manner until this order is no longer in effect. They will be scheduled off with pay from April 6, 2020 to April 20, 2020 when they will begin their rotation again.

Sworn: Squads E-H begin this rotation on Monday, April 6, 2020

Squad E: Is scheduled to work 0700hrs until 1900hrs Monday and Tuesday. They will be off Wednesday and Thursday. They will work Friday, Saturday and Sunday. They will then work the opposite schedule (off Monday and Tuesday, work Wednesday and Thursday, off Friday, Saturday and Sunday) the following week and rotate in that same manner until this order is no longer in effect. This squad is scheduled off with pay from March 23, 2020 until April 6, 2020.

Squad F: Is off Monday and Tuesday and is scheduled to work 1900hrs until 0700hrs Wednesday and Thursday. They will be off Friday, Saturday and Sunday. They will then work the opposite schedule (work Monday and Tuesday, off Wednesday and Thursday, work Friday, Saturday and Sunday) the following week and rotate in that same manner until this order is no longer in effect. This squad is scheduled off with pay from March 23, 2020 until April 6, 2020.

Squad G: Is scheduled to work 0700hrs until 1900hrs Monday and Tuesday. They will be off Wednesday and Thursday. They will work Friday, Saturday and Sunday. They will then work the opposite schedule (off Monday and Tuesday, work Wednesday and Thursday, off Friday, Saturday and Sunday) the following week and rotate in that same manner until this order is no longer in effect. This squad is scheduled off with pay from March 23, 2020 until April 6, 2020.

Squad H: Is off Monday and Tuesday and is scheduled to work 1900hrs until 0700hrs Wednesday and Thursday. They will be off Friday, Saturday and Sunday. They will then work the opposite schedule (work Monday and Tuesday, off Wednesday and Thursday, work Friday, Saturday and Sunday) the following week and rotate in that same manner until this order is no longer in effect. This squad is scheduled off with pay from March 23, 2020 until April 6, 2020.

Civilian Staff: Squads A and B will begin this rotation on Monday, March 23, 2020

Squad A: Beginning March 23, 2020, this squad is scheduled to work Monday through Friday as designated on the addendum. They are then off, with pay, on April 6, 2020 until April 20, 2020. They will follow this rotation until this order is no longer in effect.

Squad B: This squad is scheduled off until April 6, 2020. Beginning April 6, 2020, they are scheduled to work Monday through Friday as designated on the addendum. They are then off, with pay, on April 20, 2020 until May 4, 2020. They will follow this rotation until this order is no longer in effect.

All off-duty details, vacation days, comp days and Kelley days are cancelled as of Monday, March 23, 2020. Officers working on their Kelley day will be paid overtime.