



March 31, 2025

Dear DuPage ETSB,

On behalf of Lake Park High School District 108, I am pleased to submit our application for access to the DuPage Emergency Dispatch Interoperable Radio System (DEDIRS). Our goal is to improve communication capabilities during emergencies and strengthen coordination with law enforcement and first responders.

We are requesting authorization to equip our trained security personnel, including retired law enforcement officers, with Motorola APX6000 radios programmed to utilize the STARCOM21 system. Our intent is to ensure seamless communication between our personnel and responding units in critical situations, including active shooter incidents, threats, and major disturbances.

Attached to this application are the following documents:

1. Completed DEDIRS Access Application and Confidentiality Agreement
2. Signed DEDIRS Talk Group Access Agreement
3. Sponsorship letters from the Roselle Police Department, Bloomingdale Fire Department, and pending agencies.
4. Lake Park High School District 108 radio operational procedures and a statement of purpose outlining how access to DEDIRS will enhance campus safety.
5. Sunny Communications LLC Quote Order#149342 (2) Motorola Portable APX6000 Radios

We appreciate the consideration of the DuPage ETSB and look forward to your review and approval. If there are any questions or additional information needed, please feel free to contact me.

Sincerely,

Pablo Castro
Director of Safety and Security
Lake Park High School District 108

EAST CAMPUS

600 S. MEDINAH ROAD, ROSELLE, IL 60172-2598
PHONE: 630-529-4500 | FAX: 630-295-5212

WEST CAMPUS

500 W. BRYN MAWR AVE. ROSELLE, IL 60172-2197
PHONE: 630-529-4500 | FAX: 630-529-3410

Lake Park High School District 108 Radio Communication Procedure

East and West Campuses

Purpose

The purpose of this procedure is to enhance the overall safety and security of students, staff, parents, and visitors during school hours and after-school functions. This procedure establishes guidelines for the authorization, use, and security of radios at Lake Park High School District 108 (LPHS) to ensure effective and immediate communication during emergencies.

Authorized Personnel

Only the following personnel are authorized to carry and utilize radios on campus:

Retired Law Enforcement Officers

Defined as sworn law enforcement officers who have retired from a certified law enforcement agency after at least 15 years of honorable continuous service.

Current and/or Retired Firefighters

Defined as any person who is or has been appointed to a fire department or fire protection district, or employed by a state university, and sworn or commissioned to perform firefighter and/or paramedic duties.

Lake Park High School Safety Monitors

Employees assigned to safety and security functions who have been trained in radio use and etiquette and have been safety monitors for at least one calendar school year.

The following current and retired first responders serving as security staff at Lake Park High School are approved to carry radios:

- **Pablo Castro** – Director of Safety and Security, Retired Carol Stream Police Officer (25 years of service)
- **Shawn Bond** – Current Melrose Park Firefighter (24 years of service)
- **James Jenca** – Retired Carol Stream Firefighter / Auxiliary Police Officer, Glendale Heights PD (29 years of service)

- **Doug Leschewski** – Retired Schaumburg Police Sergeant (25 years of service)
- **Steve Vaness** – Retired Palatine Police Officer (23 years of service)
- **Herb Rodrigues** – Retired Palatine Police Officer (27 years of service)
- **Mary Leonard** – Retired Illinois State Trooper (26 years of service)
- **Jack Glowinski** – Retired River Grove Police Sergeant (27 years of service)
- **Pat Patla** – Retired Hoffman Estates Police Officer (32 years of service)
- **Ed Borgstrom** – Retired Palatine Police Officer (27 years of service)
- **Tim Cook** – Retired Roselle Police Sergeant / Current Auxiliary Officer, Roselle PD (21 years of service)
- **Michele Giannese** – Currently an Auxiliary Officer with the Schaumburg Police Department (9 years of service)

Enhancing Emergency Response Time

Immediate Communication

Our first responders at Lake Park High School possess extensive experience and situational awareness. Direct access to police communications is critical for rapid responses during emergencies, including:

- Active shooter situations
- Potential active threats
- Incapacitation of the SRO
- Fights involving large groups (more than five individuals)

By equipping authorized personnel with direct access to law enforcement radio communications, emergency response time is significantly reduced, ensuring timely intervention and enhanced campus safety.

Training and Compliance

- The Director of Safety and Security and the School Resource Officer (SRO) will train all authorized personnel on proper radio etiquette and emergency communication procedures.
- The following guidelines will be used when requesting assistance via radio communications to DU-COMM:

East Campus:

- Dispatch: "DU-COMM from Lake Park High School East Security"
- Roselle Police Department: "Robert 30 from Lake Park High School East Security"
- Roselle Fire Department: "Roselle Fire from Lake Park High School East Security"

West Campus:

- Dispatch: "DU-COMM from Lake Park High School West Security"
- Roselle Police Department: "Robert 30 from Lake Park High School West Security"
- Roselle Fire Department: "Roselle Fire from Lake Park High School West Security"

Radio Use

- All persons authorized to carry a radio must complete training prior to use and will receive refresher training each year.
- The requesting agency (LPHS) must ensure training compliance and provide a personnel list with completed training records to DuPage ETSB at the start of each school year or within 10 days of training completion.

Radios may only be used for emergency communications and security-related incidents requiring immediate coordination with law enforcement. Authorized uses include:

- Active shooter situations
- Potential active threats

- Incapacitation of the SRO
- Fights involving large groups (more than five individuals)

Radios may also be available for use anytime authorized personnel are working an extracurricular activity. Examples include, but are not limited to:

- Basketball and football games
- Other athletic events
- Events in the auditorium
- Plays and performances
- School-sponsored activities requiring security presence

Radio Storage

- Radios will be assigned daily to authorized personnel by the Director of Safety and Security and must be returned at the end of each shift.
- **Shift hours are as follows:**

East Campus:

- 6:45 AM – 3:15 PM
- 9:30 AM – 6:00 PM
- 1:30 PM – 10:00 PM

West Campus:

- 6:00 AM – 2:30 PM
- 9:30 AM – 6:00 PM
- 1:30 PM – 10:00 PM

- Authorized personnel are required to sign radios in and out using a computer log.
- When not in use, radios will be stored in a locked cabinet within the locked office of the Director of Safety and Security. The cabinet will remain locked at all times, except for authorized radio check-out and check-in procedures. Only the Director of Safety and Security and authorized radio users will be granted a key for radio access.

Lost or Misplaced Radios or Keys

- If a radio is lost or misplaced, or if the office or cabinet keys are lost, the Director of Safety and Security, the Assistant Superintendent, and the School Resource Officer must be notified immediately.
- DU-COMM Dispatch must be notified to ensure security and prevent unauthorized access.
- A police report will be completed documenting the incident.
- An investigation into the incident will be supported by Lake Park High School Administration to determine the cause and ensure corrective action is taken.

Emergency Communications via STARCOM21

- Radios authorized for use at LPHS will be integrated with the DuPage Emergency Dispatch Interoperable Radio System (DEDIRS) STARCOM21 for emergency communications.
- Radios may only be used for emergency communications with member agencies in the following situations:
 - Active shooter situations
 - Potential active threats
 - Incapacitation of the SRO
 - Fights involving large groups (more than five individuals)
- For general daily communications, LPHS will utilize alternate radio systems in accordance with ETSB procedure.

- Misuse of the radio system, including improper use of talk groups, may result in disciplinary action and the immediate termination of system access.

Intergovernmental Agreement (IGA) Compliance

To ensure seamless coordination, an Intergovernmental Agreement (IGA) will be maintained between:

- Lake Park High School District 108
- Local Law Enforcement and Fire Department Agencies (Roselle Police and Fire Department)
- DuPage Emergency Telephone System Board (ETSB)
- DU-COMM Dispatch

Accountability and Enforcement

- The Director of Safety and Security will oversee compliance with this procedure and monitor proper radio use.
- Any violations, including unauthorized use or failure to follow established protocols, will be documented and reviewed in accordance with LPHS and ETSB regulations.
- Repeated infractions may result in revocation of radio privileges and/or termination of the agreement with ETSB.

Review and Updates

This procedure will be reviewed annually by the Director of Safety and Security, in coordination with the School Resource Officer and DuPage ETSB, to ensure alignment with evolving security needs and best practices.

Revised: March 2025