

Laurel Police Department – General Order
Chapter III, Section 700, Order 709 – Grievance Procedures
September 2, 2012

3 / 709.05 POLICY

It is the policy of this Department to provide a method for an aggrieved employee to register complaint or problems concerning working condition

3 / 709.10 PURPOSE

To set procedures as to method of addressing grievances that are in compliance with the City of Laurel Human Resources Policy on Grievance Procedures

3 / 709.15 DEFINITIONS

Grievance A complaint filed by an employee regarding working conditions and for resolution of which there is procedural machinery provided

3 / 709.20 PROCEDURES

A. GENERAL STATEMENT

1. Any Department employee who feels that he/she has been injured or discredited by a member through unreasonable, unjust, arbitrary, or tyrannical conduct or abusive language shall reduce his/her grievance to writing and direct it through the Chain of Command to the Chief or Police.
2. Any grievance against the Chief of Police may be submitted directly to the City Administrator.

B. GENERAL PROVISIONS

1. Any Department employee having a grievance relating to any matter effecting employment is guaranteed the right to pursue the grievance.
 - a. Refer to City of Laurel Human Resources Policy on Grievance procedures for employee eligibility and procedures.
2. In addition to grievance procedures established in the City's Human Resource Policy, Department employees will also adhere to the following general procedures:
 - a. Grievances will normally follow the aggrieved employee's chain of command;
 - b. Each level in the aggrieved employee's chain of command will acknowledge receipt of the formal grievance by noting date and person receiving the grievance; and
 - c. A legitimate attempt shall be made to resolve the grievance at each level in the chain of command, rather than merely passing it on to the next level.
 - 1) Remedies or adjustments will be identified in writing.

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C. COORDINATION OF GRIEVANCES

1. Formal grievances filed by Department employees shall be coordinated by the Bureau of Administration Commander.
 - a. The Bureau of Administration Commander shall be forwarded copies of all formal grievances and copies of any written remedies or adjustments to the grievance.
 - b. The Bureau of Administration Commander shall maintain and control all grievance records by establishing a controlled access file.
 - 1) The records shall be maintained in a locked cabinet in a locked file room, and accessed only by the Chief of Police, Bureau of Operations Commander and the Chief's Office Manager.

D. ANNUAL REVIEW OF GRIEVANCES

1. In January of each year, the Bureau of Administration Commander will conduct an analysis of all formal grievances filed during the previous calendar year and forward a report to the Chief of Police.
 - a. The analysis shall consist of a complete listing of the formal grievances, along with a brief summary of each to include disposition or remedies, if any.
 - b. Any trends will be identified, along with recommendations to minimize the causes of such grievances in the future.

3 / 709.25 GOVERNING LEGISLATION AND REFERENCES

City of Laurel Human Resources Manual, Policy 6-001.01, Grievance Procedures
City of Laurel Human Resources Employee Handbook, Section 6 – Discipline and Appeals,
Sub-Section 6-4 – Grievance Procedures
Black Law Dictionary, Fifth Edition, 1984
CALEA Standards 25.1.1, 25.1.2, 25.1.3

3 / 709.30 ANNEX

None