

<b>SUNRISE POLICE DEPARTMENT</b>  POLICIES AND PROCEDURES MANUAL  CHAPTER 85  GRIEVANCE PROCEDURES	Effective Date	04/25/94
	Revision Date	09/21/11
	Revision No.	1.1
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	Approval:	

85. PURPOSE

The purpose of this policy is to provide guidance for personnel in reconciling issues requiring further attention beyond the first line supervisory level.

85.1. REVISION HISTORY

<u>Date</u>	<u>Rev. No.</u>	<u>Change</u>	<u>Reference Section</u>
04/25/94	1.0	New Policy	Grievance Procedures
09/21/11	1.1	Delete exempt status procedures, chain of command, and disclosure Changed ten calendar days to seven calendar days, Changed supervisor to Chief of Police, Added referencing applicable Bargaining Agreement.	85.1., 85.4., 85.6.3.4., 85.6.3.5., 85.6.3.6., 8.6.3.7., 85.6.3.8., 85.6.3.9.

85.2. PERSONS AFFECTED

All Police Personnel

85.3. POLICY

It is the policy of the Sunrise Police Department to ensure that discrepancies and differences among employees are reconciled as set forth within City policy, Collective Bargaining Agreements, and this policy.

85.4. DEFINITIONS

Grievance - a complaint, a view, or opinion pertaining to employment conditions, relationships between a member and supervisor, or relationships with other members.

85.5. RESPONSIBILITIES

85.5.1. All police personnel are responsible for complying with this policy. Supervisory Personnel are responsible for the enforcement of this policy. Violations may result in disciplinary action, up to and including termination.

85.5.2. This Policy is not intended to be all-inclusive. It is intended to be a general guideline to be read in conjunction with all other Department rules, regulations, policies and procedures, as well as other City policies, rules and ordinances.

85.6. PROCEDURES

85.6.1. The grievance procedure for the Sunrise Police Department shall be guided by applicable City policies and the current Collective Bargaining Agreements.

85.6.1.1. Department supervisors shall keep themselves apprised of employment conditions, attempting to anticipate and avoid occurrences leading to valid complaints or grievances. Such occurrences must be dealt with promptly as they become evident.

85.6.2. The primary purpose of a grievance procedure is to determine what is right rather than who is right. Free discussion between members and supervisors will lead to better understanding by practices, policies, and procedures which affect members. Discussion will serve to identify and help eliminate conditions which may cause misunderstandings and grievances. Supervisors and other members alike must recognize the true purpose of the grievance procedure if it is to be of value in promoting the well being of the Department.

85.6.3. Steps in the Grievance Process:

85.6.3.1. Members should first discuss, with their immediate supervisor, any grievance they have and attempt to resolve the grievance in an informal manner.

85.6.3.2. If the informal discussion does not resolve the grievance, the member shall present a formal grievance in writing to their immediate supervisor no later than **7** days after the last grievable occurrence.

85.6.3.3. If the grievance is a personal grievance against the immediate supervisor, the member shall make the grievance to the next level of supervision in the chain of command. A copy of the grievance shall be sent to the Personnel Department, who shall have the responsibility to coordinate the grievance procedures and keep a record of all reported grievances for a period of one year.

85.6.3.4. The supervisor receiving the grievance request shall make a decision and advise the member of the decision in writing within seven (7) calendar days. (CFA: 10.03B)

85.6.3.5. If the grievance is not resolved to the satisfaction of the member or a decision is not made within seven (7) calendar days, the member shall then, within an additional seven (7) calendar days, submit the grievance to the Chief of Police. The member shall include the response, if any, from the supervisor who the grievance was originally presented to. The Personnel Department shall also receive a copy of this request.

85.6.3.6. The Chief of Police shall make a decision and advise the member in writing within seven (7) calendar days.

85.6.3.7. If the grievance is still not resolved to the satisfaction of the member or the decision is not made within the seven (7) calendar days, the member shall, within seven (7) calendar days, refer the grievance to the Chief of Police in writing, including any previously documented decisions. The Personnel Department shall also receive a copy of this request.

85.6.3.8. The Chief of Police shall make a decision and advise the member in writing within seven (7) calendar days.

85.6.3.9. If the disposition of the grievance is once again not resolved to the satisfaction of the member or the decision is not made within the seven (7) calendar days, the member shall, refer to their applicable Collective Bargaining Agreement for further guidance. If employee is not covered by the Collective Bargaining Agreement, the employee shall refer the grievance to the City Manager in writing including any other documented decisions. The Personnel Department shall also receive a copy of this request.

85.6.3.10. The City Manager will act upon an appeal within twenty (20) calendar days. The decision of the City Manager shall be final and the member shall have no further right of administrative appeal.

85.6.3.11. If at any point in the process a member deems it necessary, they may have an advisor and/or a representative present if they so desire.

85.6.4. Information to be Included in a Grievance:

85.6.4.1. A written statement of the grievance and the facts upon which it is based.

85.6.4.2. A written allegation of the specific wrongful act and the harm that was done.

85.6.4.3. A written statement of the remedy or adjustment sought.

85.6.5. Procedures to be Followed in Responding to Grievances:

85.6.5.1. The acknowledgement of receipt of a grievance shall be accomplished by noting the date, time, and person receiving the grievance on the first page of the grievance. The person

receiving the grievance shall inform the Personnel Department, of same, including date and time received. (CFA: 10.03A)

85.6.5.2. The grievance allegations shall be analyzed for factual content and value.

85.6.5.3. A written response shall be given to the member filing the grievance affirming or denying the allegations in the grievance. This document shall also identify the remedy or adjustments, if any, to be made. (CFA: 10.03C)

85.6.6. Annual Analysis of Grievances:

85.6.6.1. The grievance procedure is a valuable method for management to discover agency problems. The Personnel Department will review filed grievances annually and report to the Chief of Police, any trend that may require action to minimize the causes of such grievances in the future.

85.6.7. Records:

85.6.7.1. The City Personnel Director shall maintain control of all grievance records. Disclosure of these records shall be with the approval of the City Personnel Director and the Chief of Police in accordance with F.S.S. 119.