

12.1.2 GRIEVANCE PROCEDURES AND RECORDS

CALEA Standard 25.1.2

The Chief of Police is responsible for coordinating the grievance procedure.

Access to employee grievance records will be in accordance with the Records Retention Schedule of the Montanan Local Government Records Committee, Municipal Records Schedules. Grievance records will be maintained in the employee's personnel file.

12.1.3 ANNUAL ANALYSIS OF GRIEVANCES

CALEA Standard 25.1.3

The Chief of Police shall conduct an annual analysis of Agency's grievances, to include supporting policies and practices and shall submit a report to Mayor of the Town of Stevensville that outlines the following:

- The nature of the Agency's grievances during the past year.
 - Grievance trends that may indicate an Agency policy failure
 - Any recommended steps that may minimize the causes of future grievances.
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