Stevensville Police Department General Orders

Chapter 12	Grievance Procedures	
Date Effective 5/10/14	By The Order of:	M. Sosa, Jr., Chief of Police
Date Revised 5/10/14	Date Reissued 5/10/14	Pages 2

12.1.1 ESTABLISHMENT OF THE GRIEVANCE PROCEDURE

CALEA Standard 25.1.1

The Stevensville Police Department intends to provide a means whereby employees may freely discuss problems with supervisors and to provide a procedure for the presentation and mutual adjustments of points of disagreement that arise between employees and their supervisors. This procedure is designed to assure all employees that their complaints and grievances will be answered and decided fairly, quickly, and without refusal or threat.

This Policy will not supersede any policy outlined in the Town of Stevensville Personnel Policy Manual

INFORMATION INCLUDED IN A GRIEVANCE

The employee filing a grievance shall forward a written statement to the Chief of Police through the chain of command that includes:

- A summary of the grievance and the facts upon which it is based, including: Significant times; Significant dates; Specific actions
- The specific wrongful act and harm done
- The remedy or adjustment sought

PROCEDURES FOR RESPONDING TO GRIEVANCE

The Stevensville Police Department provides for responding to grievances that include:

- Acknowledging receipt by noting time, date, and person receiving the grievance
- Analyzing the fact or allegations of the grievance
- Affirming or denying, in writing, the allegations made in the grievance
- Identifying the remedy or adjustments to be made

The Stevensville Police Department supervisors involved in a grievance procedure shall document their involvement and response as outlined above.

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.