

CAMBRIDGE POLICE DEPARTMENT

Title: *GRIEVANCE PROCEDURES* **Procedure: 3.201**

Date Issued:

Revised:

PURPOSE:

To establish guidelines for resolving grievances in a fair and expeditious manner.

establishes the procedural steps and time limitations at each step in the grievance procedure; and

POLICY:

It is the policy of the Police Department to deal fairly and promptly with employee complaints; to reduce personnel dissatisfaction, increase morale, and identify problems in the police department.

provides for employee representation.

3. When filing a grievance the employee should provide:

a written statement of the grievance and the facts upon which it is based;

a written allegation of the specific wrongful act and harm done citing sections of the contract believed to be violated; and,

a written statement of the remedy or adjustment sought.

4. As the written grievance proceeds through the various steps of the process each person receiving the grievance will:

acknowledge receipt of the grievance by noting time, date, and name of person receiving the grievance;

analyze the facts of the grievance;

affirm or deny, in writing, the allegations in the grievance; and,

identify the remedy or adjustment, if any, to be made.

DEFINITIONS:

1. A grievance is any dispute or difference of opinion raised by an employee against the City involving the meaning, interpretation or application of the provisions of the personnel policy.

2. An administrative review is any dispute, controversy or difference of opinion the employee feels affects his health, safety, welfare, or mutual respect and arises out of an act or omission by the City relating directly to the member's working condition or employment status. It must be a matter within the control of the City authorities.

PROCEDURE:

1. When applicable members of the Department will follow the procedures outlined in the City of Cambridge Employee Manual.

2. The grievance procedure established:

identifies matters that are grievable;

establishes time limitations for filing the grievance;

5. The appeal process for a grievance is through the chain of command, within the Department, to the Personnel Review Committee and if still not resolved, the last appeal will be referred to the City Commissioners. The decision of the City

Commissioners is final and binding on all parties.

6. The Office of the Police Chief is responsible for the coordination of the grievance procedure. The Office of the Police Chief will be responsible for the maintenance and control of grievance records pertaining to Department personnel. The records will be kept in a locked file cabinet and accessible, through the Chief of Police, to those individuals that are directly involved in the grievance process.

7. The Chief of Police will annually, in September, review all grievances to determine recurring management or personnel problems that should be addressed or corrected.

8. This procedure specifically exempts and excludes those matters under the jurisdiction of the Law Enforcement Bill of Rights.