

<b>GREENVILLE POLICE DEPARTMENT POLICY AND PROCEDURES MANUAL</b>		
<b>Chapter 25</b>	<b>Grievance Procedures</b>	
<b>Date Initially Effective: 07/15/94</b>	<b>By The Order Of:</b>  <b>Mark Holtzman, Chief of Police</b>	
<b>Date Revised: 12/14/15</b>	<b>Date Reissued: 12/21/15</b>	<b>Page 1 of 2</b>

### **25.1.1 ESTABLISHMENT OF THE GRIEVANCE PROCEDURE**

CALEA Standard: 25.1.1

The City of Greenville Personnel Policy states “It is the policy of the City of Greenville to provide means whereby employees may freely discuss problems with supervisors and to provide a procedure for the presentation and mutual adjustment of points of disagreement that arise between employees and their supervisors. This grievance procedure is designed to assure all employees their grievances will be answered and decided fairly, quickly, and without reprisal or threat”.

In order to fairly and expeditiously resolve employee grievances, the Greenville Police Department shall adhere to the City of Greenville grievance process as outlined in City of Greenville Personnel Policies. The grievance procedure includes:

- Identification of matters which may be grieved (scope)
- Levels in the agency or city to which the grievance may be filed and/or appealed
- Time limitations for filing, responding to, and appealing grievances
- To what authority the grievance or appeal may be filed
- Description of information to be submitted when filing a grievance
- Procedural steps in the grievance procedure including time limitations at each level
- Criteria for employee representation

Greenville Police Department employees filing grievances shall follow the established procedures as outlined in the City’s Personnel Policy.

### **25.1.2 GRIEVANCE PROCEDURES AND RECORDS**

CALEA Standard: 25.1.2

The Director of Human Resources shall be the official record keeper for all grievances, documents, filings and decisions under the grievance procedure. Access to employee grievance records shall be in accordance with North Carolina General Statute 160A-168. Grievance records shall be maintained in the employee’s city personnel file.

### **25.1.3 ANNUAL ANALYSIS OF GRIEVANCES**

CALEA Standard: 25.1.3

The Office of Internal Affairs shall conduct an annual analysis of Department grievances, to include supporting policies and practices and shall submit a report to the Chief of Police that outlines the following:

- The nature of Police Department grievances during the past year
- Grievance trends that may indicate a Department policy review

- Any recommended steps that may minimize the cause of future grievances