

# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>June 28, 2011</b>	<i>Number</i> <b>GO11-3.18</b>
<i>Subject</i> <b>Grievance Procedures</b>		
<i>Reference</i> <b>CALEA Standards – 22.4.1, 22.4.2, 22.4.3, 26.1.6</b>		<i>Revised</i> <b>March 27, 2018 May 26, 2020</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <b>March 2020 May 2022</b>	<i>No. Pages</i> <b>3</b>

I. **Policy**

It is the policy of the Dalton Police Department to provide all employees with a definitive method by which they may assert grievances.

II. **Definition**

*Grievance* – An issue raised by a Department member concerning a perceived inaccurate or inconsistent application of Department policies and procedures, personnel practices, or work conditions.

III. **Purpose**

A carefully designed grievance process provides members an opportunity to voice their concerns on personnel and policy matters when there is a disagreement and can help to increase morale, identify problems within the organization, and increase the positive perception members have of the organization.

IV. **Procedure**

A. Grievance

1. It is recommended, though not required, that employees initially attempt to resolve issues of concern regarding job-related grievances by contacting ~~his/her~~ **their** immediate Supervisor in the chain of command.
2. If a solution cannot be reached in an informal manner, or if the employee wishes not to discuss the matter with the Supervisor, the employee may complete and submit a ~~Dalton Police Department~~ Grievance Form.
  - a. The form ~~should~~ **shall** contain specific information concerning the grievance.
  - b. If applicable, dates, names of persons involved, and witnesses ~~should~~ **shall** be included.

c. The form should also include any remedy or adjustments sought. It shall be directed through the chain of command to the **employee's** Division Commander.

3. Grievance Forms shall be submitted within ten (10) calendar days of either the occurrence or of the member becoming aware of an issue of concern.
4. Upon receipt of the Grievance Form, the time, date, and person receiving it shall be noted on the front page.
5. Within twenty (20) calendar days of the Grievance Form reaching the Division Commander, he / she shall meet with the employee and discuss the findings. The Division Commander's findings shall also be noted on the Grievance Form.
6. At the conclusion of the meeting with the Division Commander, the employee shall sign and date the Grievance Form. He / she shall also indicate on the form if he / she wishes to appeal the Division Commander's decision.

B. Appeal Process

1. If the employee indicates that he / she wishes to appeal the Division Commander's decision, the Division Commander shall forward the appeal through the chain of command to the Chief of Police. The back of the Grievance Form shall be used during the appeal process.
2. Upon receipt of the Grievance Form, the time, date, and person receiving it shall be noted on the back page.
3. Within twenty (20) calendar days of the Grievance Form reaching the Chief of Police, he / she shall meet with the employee and discuss the findings with him / her. The Chief of Police's findings shall also be noted on the back of the Grievance Form.
4. At the conclusion of the meeting with the Chief of Police, the employee shall sign and date the back of the Grievance Form.
5. The findings of the Chief of Police may be appealed through the process outlined in the City of Dalton Employee Handbook.

C. Employee Representation

Nothing contained in this policy shall prohibit a member from seeking assistance or representation in the grievance process.

D. Maintenance and Control of Grievance Records

~~Each~~ All formal grievance **documentation** shall be coordinated by the Division Commander that received the grievance. When completed, the Grievance Form

**RESTRICTED LAW ENFORCEMENT DATA**

The data contained in this manual is confidential for internal department use only, and will not be divulged outside the department without the written approval of the Chief of Police.

and any supporting documentation shall be forwarded to the Chief of Police and maintained in a secure location.

E. Annual Analysis

The Assistant Chief of Police shall conduct an annual analysis of all formal grievances, as well as supporting policies and practices within the **agency Department**. A report of the completed analysis shall be submitted to and reviewed by the Chief of Police.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

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