

	POLICY & PROCEDURE	SERIES # 621	PAGE 1 OF 2
	GRIEVANCE PROCEDURE		EFFECTIVE DATE 5/30/98
			OVERSIGHT Prof. Standards
	DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P # 621 dated 9/20/96, and Chief's Dir. 621.1 dated 4/7/97	

I. PURPOSE:

This policy establishes the grievance procedure which is utilized by the Hampton Police Division.

II. POLICY:

It is the policy of the Hampton Police Division to abide by the established grievance procedure governing all employees of the City of Hampton.

III. PROCEDURE:

A. All members who file a grievance are instructed to refer to the City Personnel Policies Manual in addition to this policy.

1. Matters which are grievable include, but are not limited to:

- a. Actions involving written reprimands, dismissals, suspensions and demotions, when such dismissals and demotions result from formal discipline or unsatisfactory job performance.
- b. Concerns regarding the application, meaning or interpretation of Personnel Policies, Procedures, Rules and Regulations.
- c. Acts of reprisal as a result of using the grievance procedure or of participating in the grievance procedure involving another employee.
- d. Complaints of discrimination on the basis of race, disability, creed, color, national origin, age, marital status, religion, sex or political affiliation.
- e. Acts or retaliation because the employee has complied with any law of the United States or of the Commonwealth, has reported any violation of such law to a governmental authority or has sought any change in the law before the Congress of the United States or the General Assembly.

APPROVED:
CHIEF OF POLICE



2. All grievances include:
 - a. A written statement of the grievance and the facts upon which it is based;
 - b. A written allegation of the specific wrongful act and harm done; and
 - c. A written statement of the remedy or adjustment sought.
3. Steps and time limitations at each level: Refer to City Personnel Policies Manual.
4. The Office of Professional Standards is responsible for the coordination of grievance procedures.
5. Assistance for ensuring that the proper procedures are followed by the grievant is obtained from any of the following sources:
 - a. The employee's first line supervisor
 - b. The Office of Professional Standards (The Commander of Professional Standards will assist in the coordination of grievance procedures)
 - c. The Commander of the Administrative Branch
 - d. The City's Department of Human Resources

B. Control and Maintenance of Grievance Files

1. All case files are maintained in the Office of Professional Standards. Access to these records are limited to the Chief of Police, the Director of Professional Standards and/or other personnel authorized by either the Chief or the Director of Professional Standards.
2. Upon completion of the grievance, all records are forwarded to Human Resources for their disposition. Access to records is restricted to personnel in the Human Resources Department and other personnel authorized by the Director of Human Resources.

C. Annual Analysis of Grievances

The Office of Professional Standards is responsible for an annual analysis of grievances.

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