



SYKESVILLE POLICE DEPARTMENT

Grievance Procedures

General Order 2-11

Effective: 07/13/17

Authorized By: *Michael A. Spaulding* Chief of Police

I. PURPOSE

To provide the procedures by which employees of the Sykesville Police Department can grieve certain actions or decisions by management.

II. POLICY

A formal administrative process is provided to all Sykesville Police Department personnel as a means to resolve grievances that may occur with management in a fair and expeditious manner.

III. PROCEDURES

A. Definition

1. A grievance is a complaint by an employee alleging that the Police Department has taken action or made a decision in the administration of a rule, plan or policy affecting an employee's terms or conditions of employment.
2. Issues appropriate for the grievance process may include but are not limited to the following.
 - a. Equal Employment opportunities or discrimination concerns.
 - b. Administrative action not subject to the disciplinary process.

B. Administrative Guidelines

1. All time limits specified in this order are defined in terms of working days being Monday through Friday, with the exception of holidays as adopted by the Town. In the interest of prompt resolution of employee complaints, the action of each step in the grievance process should be taken as rapidly as possible but not later than the prescribed time limit. In the event of extenuating circumstances, a time limit may be extended by mutual agreement of the parties at that step.
2. If a grievance hearing is scheduled during an employee's work hours, the employee may attend the hearing at no loss in pay. The employee will not be paid (either straight time or overtime) if the hearing occurs during off duty hours. Hearings are scheduled by the supervisor at each step in the

process, with written notice to the employee unless mutually agreed otherwise.

3. Grievance issues which have not been raised at Step 1 of the process may not be raised at Step 2.
4. Employees shall have the right to appear with a representative of their choosing at any or all steps in the grievance process.
5. Failure of the employee to appeal a decision to the next higher step within the specified time period will constitute a withdrawal of the grievance, and will bar future action by the employee with respect to issues of the grievance at hand.
6. Failure of a supervisor to respond to a grievance within the specified time period will permit the employee to proceed to the next step in the process within the specified time period.
7. Employees may withdraw grievances at any time by written notice prior to completion of Step 2.
8. Specific persons in an employee's chain of command may be omitted if such persons are the object of said complaint.
9. All documentation concerning a grievance will become a part of the personnel record of the employee involved.

C. Procedural Steps

1. Employees are encouraged to make reasonable attempts to resolve grievance issues informally (verbally) at the time of or within the first few days of the adverse administrative act. However, if unsuccessful, employees shall formally file their grievances within (10) working ten days after the event giving rise to the grievance, or within (10) ten working days following the time when the employee should reasonably have known of its occurrence.
2. Step 1: Immediate Supervisor
 - a. An aggrieved employee will first submit his/her grievance to their immediate supervisor.
3. Step 2: Chief

- a. If the employee is not satisfied with the decision of the Supervisor, the employee may request a hearing with and decision by the Chief.
- b. This appeal must be presented in writing within five (5) working days of receipt of the decision of the Supervisor.
- c. Upon receipt of the appeal, the Chief will hear the employee in not less than five (5) nor more than 20 working days and respond in writing within ten (10) working days of the hearing.
- d. The decision of the Chief is final.

D. Process Management

The Chief of Police will be responsible for providing coordination and management oversight to the grievance process.

E. Grievance Elements

1. Grievances must include the following written information:
 - a. A statement of the grievance and the facts upon which it is based.
 - b. An account of the specific wrongful act and harm done.
 - c. A statement of the remedy or adjustment sought.
2. A written format must be used to formally file an employee grievance.

F. Appeals

1. The procedures for appealing decisions made in the grievance process will follow the chain of command. The general steps in the appeal process are outlined as follows:
 - a. An aggrieved employee will first take up the grievance with his/her immediate supervisor.
 - b. If the grievance is not satisfactorily settled in Step 1, it may be appealed by the employee to a meeting between the employee and the Chief.
 - c. If the grievance has not been adjusted satisfactorily at Step 1, it may be appealed to meeting between the employee and the Chief.

d. All matters decided by the Chief will be final.

G. Grievance Board

The Sykesville Police Department does not make use of a grievance board.

H. Grievance Records

The Chief of Police will be responsible for maintenance, accountability, and control of all grievance records. Records will be kept in secure file cabinets and will be accessible only to the Chief of Police.

I. Annual Analysis

The chief of Police will conduct an annual analysis of grievances filed by Office employees. A summary report of the analysis will be maintained by the Chief for review. If an apparent trend is observed in filed grievances, the Chief may initiate steps to minimize the causes of similar grievances in the future.

IV. CANCELLATIONS

This General Order cancels and replaces the following policies:

General Order 25.1, entitled Grievance Procedure, dated December 5, 2001.