


# PINE BLUFF POLICE DEPARTMENT POLICY & PROCEDURES MANUAL

	<b>SUBJECT:</b>	<b>POLICY NUMBER 1220</b>
	<b>GRIEVANCE PROCEDURES</b>	<b>ISSUE DATE 02/19/2008</b>
	<b>CHAPTER: PROFESSIONAL STANDARDS</b>	<b>EFFECTIVE DATE 02/19/2008</b>
	<b>ISSUED By:</b> Chief of Police John E. Howell	<b>TOTAL PAGES 2</b>

**I. PURPOSE**

The grievance procedure is used to give every employee who has any feeling of dissatisfaction a chance to express himself/herself and allow officials to take prompt action where needed.

**II. POLICY**

Every employee shall have the right to present his/her complaint or grievance free from fear, interference, restraining, discrimination, coercion, or reprisal.

**III. PROCEDURE**

- A.** An employee who has any complaint or grievance shall have the right to discuss the grievance or complaint with his/her immediate supervisor, or a higher level supervisor, however, an employee must first follow the chain of command. (except in case of harassment where supervisor is involved or has not taken action)
- B.** This department shall be required to establish a grievance board or panel to hear the grievances and/or complaints of their employees. This department shall create a Grievance or Complaint Board consisting of six (6) members. The Chief of Police, with assistance from his/her principal staff, shall appoint three (3) and the employees shall elect or appoint three (3) in making up the board or panel. Board members shall serve for a period of two years from appointment.
- C.** If an employee asks for a hearing before the departmental grievance board or panel, he/she must present his/her grievance in writing, setting forth the specific nature of the grievance and the facts related thereto.
- D.** After a complaint or grievance has been filed, the Chief of Police shall have five (5) days to arrange a hearing.

- E.** The department grievance panel shall act as a fact-finding panel to obtain factual information relative to bringing about a satisfactory adjustment or solution to the grievance or complaint and shall act upon any written grievance presented as soon as possible.
- F.** After the grievance board makes its findings of fact, same shall be forwarded in writing to the Chief of Police, who shall render his/her decision as soon as possible.
- G.** This procedure must be followed by every member of this department when addressing a formal grievance.