

Grievance Procedure

1003.1 PURPOSE AND SCOPE

It is the policy of this department that all grievances be handled quickly and fairly without discrimination against employees who file a grievance. The Department's philosophy is to promote free verbal communication between employees and supervisors.

1003.1.1 GRIEVANCE DEFINED

A grievance is any difference of opinion concerning terms or conditions of employment, or the interpretation or application of any of the following documents:

- This Policy Manual
- City rules and regulations covering personnel practices or working conditions

It should be noted that the City rules and regulations will always prevail over the Louisville Police Department's policy manual.

Specifically excluded from the category of grievances are:

- a. Complaints related to allegations of discrimination or harassment subject to the Discriminatory Harassment Policy.
- b. Complaints related to state workers' compensation.
- c. Personnel complaints consisting of any allegation of misconduct or improper job performance by any department employee that, if true, would constitute a violation of department policy, federal, state, or local law as set forth in the Personnel Complaint Procedure Policy.

1003.2 PROCEDURE

If an employee believes that he/she has a grievance as defined above, the employee shall observe the following procedure:

- a. Attempt to resolve the issue through informal discussion with the immediate supervisor.
- b. If after a reasonable period of time, generally seven days, the grievance cannot be settled by the immediate supervisor, the employee may request interviews through the chain of command up to the Division Commander of the affected division.
- c. If a successful resolution is not found through the chain of command, the employee may request a meeting with the Chief of Police.
- d. If the employee and the Chief of Police are unable to arrive at a mutual solution, the employee shall submit a written statement of the grievance and deliver one copy to the Chief of Police and another copy to the immediate supervisor that includes the following information:
 1. The basis for the grievance (e.g., the facts of the case)
 2. Allegation of the specific wrongful act and the harm done

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3. The specific policies, rules or regulations that were violated
4. The remedy or goal being sought by the grievance

The employee shall receive a copy of the acknowledgment signed by the supervisor including the date and time of receipt.

The Chief of Police will receive the written grievance. The Chief of Police and the City Manager will review and analyze the facts or allegations and respond to the employee within five business days. The response will be in writing and will affirm or deny the allegations. The response shall include any remedies if appropriate. The decision of the Chief of Police and/or City Manager is considered final.

1003.3 EMPLOYEE REPRESENTATION

Employees are entitled to have representation during the grievance process.

1003.4 PUNITIVE ACTION

At no time will punitive action be taken against an employee for exercising any rights during the grievance procedure.

1003.5 GRIEVANCE RECORDS

At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to Administrative Services for inclusion into a secure file for all written grievances. A second copy of the written grievance will be maintained by the City Manager's office to monitor the grievance process.

1003.6 GRIEVANCE AUDITS

The Deputy Chief shall perform an annual audit of all grievances filed the previous calendar year to evaluate whether any policy/procedure changes or training may be appropriate to avoid future filings of grievances. The Deputy Chief shall record these findings in a memorandum to the Chief of Police without including any identifying information from any individual grievance. If the audit identifies any recommended changes or content that may warrant a critical revision to this Policy Manual, the Deputy Chief should promptly notify the Chief of Police.

