

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

DIRECTIVE TYPE General Order	EFFECTIVE DATE March 20, 2006	NUMBER 901
SUBJECT Grievance Procedures		
REVISED		
REFERENCE SCLEA 9.1.1 and City of Anderson PP&P Manual VI-120 and VI-140	AMENDS/SUPERSEDES All Others	
DISTRIBUTION All Personnel	RE-EVALUATION DATE Annual	NO. PAGES 2

A. Purpose:

1. To provide a procedure to formally recognize conflicts within the police department and offer a structured method to resolve these conflicts.
2. To increase the positive perceptions of the police department by identifying and attempting to solve differences between employee and employer.

B. Policy:

Questions, grievances, and complaints arising from misunderstandings and the application of policies, procedures, and work rules will inevitably develop in the day-to-day activities of public service. It is the policy of the City of Anderson Police Department to ensure that all members' concerns about these matters are promptly heard, answered, and responded to appropriately, as the particular situation necessitates. All employees, including introductory and/or probationary, shall have the right to file grievances or complaints without prejudice. No member of the police department shall be disciplined, harassed, or dealt with in any unfair manner as a result of filing a grievance or testifying in a grievance hearing. The City of Anderson and the Anderson Police Department strives to achieve progressive discipline as outlined in General Order 905 and the City of Anderson, Incorporated Personnel Policy and Procedures manual, section VI-120.

C. Procedures:

1. Definition and Scope

A grievance is defined as any complaint by an employee that he/she has been treated unfairly, unlawfully, or in violation of his/her rights under City policies, with regard to any matter pertaining to his/her employment by the City of Anderson. Grievances may include, but are not limited to, dismissal, suspension, involuntary transfer, promotion, and demotion (Please refer to the City of Anderson, Personnel Policy and Procedure Manual, section VI-140, A1 and A3). Compensation will not be deemed a proper subject for consideration under the grievance procedure except as it may apply to alleged inequities within a department. Nothing in this general order is intended to deny employees any rights available by law to have redress to their legal rights. Grievances may be resolved with the immediate supervisor, or may be appealed through the Chief of Police, and to the Grievance Committee. The process for filing grievance(s) and/or appeals is detailed in the City of Anderson, Incorporated Personnel Policy and Procedure Manual, section VI-140. (SCLEA 9.1.1)

2. Procedures to Follow

In order to comply with the City of Anderson Policy and Procedures, when a member of the police department feels that he/she has a grievance the affected member must act as prescribed within the City of Anderson Policy and Procedure Manual. Procedures include but may not be limited to:

- a. Grievance appeals and decisions must be in writing and issued within the prescribed time limits. See PP&PM VI-140 C.
- b. The written request for the appeal must include purpose of the grievance and the recommendation(s), which the employee requests to be reviewed.
- c. Employees must initially discuss the grievance with his/her immediate supervisor. If the immediate supervisor is not the Chief of Police, the Chief will be made aware of the situation no later than the next working day. If within two working days his/her supervisor is unable or unwilling to adjust the grievance to the satisfaction of the employee, the employee may elect to take the next step.
- d. Other than assistance from the Personnel Office, employee representation will not be permitted as part of this process.

3. Non-Discrimination:

- a. The Anderson Police Department does not intend to illegally discriminate against members, potential members or member groups on the basis of sex, ethnic background, race, religion, color, age, or physical handicap in any disciplinary or dismissal proceedings.

By order of:



Martin D. Brown, Chief of Police

4-6-2006
Date