

ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE
1631.1, NON-DISCIPLINARY GRIEVANCE PROCEDURES FOR ALL EMPLOYEES

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CHIEF OF POLICE:	JOHN W. MINA

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POLICY: The purpose of this policy is to identify procedures for non-disciplinary grievances filed by employees of the Orlando Police Department. Due to the number of procedures involved in the administration of the Police Department, occasions arise concerning differences in interpretation of particular policies or actions. The grievance procedure affords employees the opportunity to formally contest a policy or action. It also provides the Department an opportunity to clarify the policy or action, if necessary. This policy concerns administrative issues only. Appeals of disciplinary actions shall be made in accordance with the appropriate policy or collective bargaining agreement.

PROCEDURES:

1. DEFINITIONS

It shall be the policy of the Orlando Police Department to hear employee grievances in the manner prescribed by City Policy 808.21 or the employee's applicable collective bargaining agreement.

The City of Orlando Labor Relations Section shall provide oversight for the grievance process unless otherwise specified by collective bargaining agreement.

Grievance: A grievance is a complaint alleging a policy violation appealable through the grievance process contained in an applicable collective bargaining agreement or City Policy 808.21.

2. PROCEDURES AND STEPS

Employees are entitled to utilize a grievance process when they feel that they have not been treated in accordance with applicable collective bargaining agreements, Departmental policies, or City policies.

Employees identifying complaints concerning matters not covered by collective bargaining agreements, Departmental policies, or City policies should address the matter with his or her superior and collaboratively attempt to resolve the issue. Such informal resolutions are not considered part of the formal grievance process.

All grievances shall be submitted in writing to the appropriate person as outlined in the applicable collective bargaining agreement or City Policy 808.21. The person receiving the grievance shall note on the grievance the time and date of its receipt and sign the grievance as the person receiving.

A Departmental response will be made affirming or denying the allegations in the grievance, in accordance with Section 4 of this policy.

Time spent by the grievant in grievance hearings is considered time worked for pay purposes.

3. RECORDS RETENTION

The City of Orlando Labor Relations Section shall retain copies of the original grievance and final response in accordance with the Florida Public Records Law.

4. GRIEVANCE RESOLUTIONS

Grievance responses shall be in writing and contain one of the following dispositions.

- a. Acceptance, granting the remedy requested.
- b. Rejection or denial.
- c. Partial acceptance, granting partial remedy.

If an employee does not agree with the resolution of their grievance, appeals may be forwarded in accordance with applicable collective bargaining agreements or City Policy 808.21.

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