



Approved:
Chief Marcia Harnden

Subject:

840. Grievance Procedure

Effective:
March 30, 2018

CALEA Standards: 22.4.1, 22.4.2, 22.4.3

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Effective:
April 18, 2022

840.1: PURPOSE AND SCOPE

This policy provides guidelines for the filing of grievances by employees.

840.1.1: DEFINITIONS

Grievance – For the purpose of this policy, a grievance is any difference of opinion concerning terms or conditions of employment, or a dispute involving the interpretation or application of any Department policies or City rules and regulations covering personnel practices or working conditions, by the affected persons.

Grievances may be brought by an individual affected employee or by a group representative.

Grievances do not include complaints related to alleged acts of sexual, racial, ethnic or other forms of unlawful harassment, as well as complaints related to allegations of discrimination on the basis of sex, race, religion, ethnic background and other lawfully protected status or activity, which are subject to the complaint options in the [Discriminatory Harassment: Policy 841](#).

Grievances also do not include personnel complaints consisting of any allegation of misconduct or improper job performance against any department employee which, if true, would constitute a violation of department policy, federal, state or local law. These complaints are subject to the [Personnel Complaints: Policy 821](#).

840.2: POLICY

It is the policy of the Albany Police Department to accept and attempt to resolve grievances filed by employees either individually or as represented by a group representative.

840.3: PROCEDURE

If an employee believes that he or she has a grievance as defined above, then that employee shall observe the procedure outlined in the [Collective Bargaining Agreement](#) and [Human Resources Policy](#).

840.1.2: DUPLICATE PROCEDURES

- a. The grievance procedures set forth in this policy shall not be used in addition to other grievance procedures as may be in effect through the governing jurisdiction or the eligible employee's collective bargaining agreement.
- b. Under no circumstances shall more than one administrative process be used to redress the same grievance, although use of this or other procedures does not preclude employees from seeking legal remedies as appropriate.

840.4: COORDINATION OF GRIEVANCE PROCEDURES

The Support Services Division Captain is responsible for the coordination of grievance procedures and maintenance and control of grievance records.

840.4.1: ANNUAL REPORT

The Support Services Division Captain will create an annual report submitted to the Chief of Police that lists the grievances filed within the previous calendar year.

- a. The report will include the basis of the grievances, the findings of the grievances, and an analysis to determine trends or patterns of issues that could be remedied through training, policy modification, or correction of personnel performance.
- b. The report should not contain any identifying information from any individual grievance. The Administrative Lieutenant should promptly notify the Chief of Police if the report identifies any policy manual content that may warrant a critical revision.