

	<p style="text-align: center;">BRIDGEPORT POLICE DEPARTMENT</p> <p style="text-align: center;">POLICY AND PROCEDURE GENERAL ORDER</p>	Distribution	General Order Number
		ALL PERSONNEL	4.05
		Original Issue Date	Reissue/Effective Date
		3/27/18	7/26/19
Order Title: GRIEVANCE PROCEDURES	Accreditation Standard: POSTC: 2.6.14, 3.3.21, 3.3.22		Section 4
	Section Title DISCIPLINARY PROCESS		
Rescinds:	Armando J. Perez, Chief of Police		

This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting

I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures which delineate a grievance procedure for all officers and employees of the Bridgeport Police Department.

II. POLICY

It is the policy of the Bridgeport Police Department to ensure that employee questions, grievances, and complaints arising from misunderstandings, and the application of policies, procedures, and work rules, are to be promptly heard, answered, and action taken appropriate to the particular situation. All employees, including probationary, shall have the right to file complaints without prejudice. However, the right of probationary employees to file official union grievances is determined by the terms of the respective collective agreements. No employee shall be disciplined, harassed, or dealt with in any unfair manner as a result of filing a grievance or testifying in a grievance hearing.

III. PROCEDURES

A. GENERAL PROCEDURES

1. Grievance procedures for bargaining unit employees are described in their respective collective bargaining agreements for sworn police officers and for non-sworn civilian employees. These agreements detail the provisions regarding:
 - a. Identification of matters that are grievable (scope) and the levels in the agency or government to which the grievance may be filed and/or

appealed.

- b. Establishment of time limitations for filing or appealing the grievance to the next level.
 - c. A description of the type of information to be submitted when filing a grievance.
 - d. Establishment of procedural steps and time limitations at each level in responding to grievances or appeals.
 - e. Establishment of criteria for employee representation.
2. The informal grievance procedures for all for non-bargaining unit employees are governed by provisions of the General Laws of Connecticut, City Charter, City Ordinances, and Personnel Policies of the City. Generally, non-bargaining unit employees of the police department should take workplace complaints directly to their immediate supervisor, and up the chain of command, including the Chief of Police, if necessary.

B. GRIEVABLE MATTERS

1. Supervisors and representatives of the Department should informally attempt to resolve all employee complaints and differences, when possible, prior to employees having to resort to a formal grievance procedure. The scope of official grievances that are submitted by the respective bargaining units generally pertain to allegations of wrongdoing, violations of provisions of a collective bargaining agreement, previously stipulated agreements, memoranda of understanding, and prohibited practices.
2. The specific scope and definition of a grievance and the various levels in the grievance process, including appeals, are contained in each respective collective bargaining agreement.

C. TIME LIMITATIONS

1. Each respective collective bargaining agreement outlines the time limitations for filing an official grievance, and for each ensuing step in the grievance process. Employees not represented by a collective bargaining agreement should address complaints as soon as practical after the alleged incident occurs.

D. INFORMATION TO INCLUDE IN GRIEVANCES

1. When possible, all grievances should be submitted in the following form:
 - a. Grievances submitted by collective bargaining units should follow the format outlined in the respective collective bargaining agreements.

- b. Grievances submitted by employees not covered by a collective bargaining unit shall be submitted in the form of a letter or Inter-office Memo.

2. All written grievances should include the following information:

- a. Aggrieved employee's name and signature, or the signature of the Union representative.
- b. Aggrieved employee's classification/job title.
- c. Date and time grievance was filed.
- d. Description of incident giving rise to the grievance.
- e. Specific sections of the agreement violated (for Union employees).
- f. Desired remedy to resolve the grievance.

E. PROCEDURAL STEPS TAKEN WHEN RESPONDING TO GRIEVANCES

- 1. Upon receipt of any written grievance, the document will be marked with the date and time received and initialed by the person receiving the grievance. For alleged contractual grievances and any other applicable grievances, the procedures to be followed for grieving and for appealing grievance decisions are outlined in the respective collective bargaining agreements. The Chief of Police, or his designee, will respond to all grievances filed, adhering to the following procedures:
 - a. Offer to meet with employee and/or representative to discuss the alleged grievance
 - b. Analyze the facts or allegation
 - c. Affirm or deny, in writing, the allegations in the grievance
 - d. Identify the remedy or adjustments, if any, to be made
 - e. Reduce findings in a written response to the employee and/or union representative, and the City's Personnel Director

F. EMPLOYEE REPRESENTATION

Employees who belong to a collective bargaining unit are provided representation according to the provisions of their respective union contract and/or State law. Non-

union employees may address their complaints directly with their immediate supervisor or the Chief of Police.

G. COORDINATION OF GRIEVANCES

1. The Chief of Police, or designee, is responsible for the coordination of all grievance procedures. The Chief of Police or his designee will track the grievance through each step to its final disposition. Upon the submission of a grievance, it shall be entered into a Log Book and given a control tracking number, if one is not already indicated. Grievance files are maintained by the Chief of Police in a locked filing cabinet and disseminated according to the provisions of the Public Records laws. The Department shall conduct an annual analysis of all grievances filed to identify potential filing trends, address potential Department issues, and take steps to minimize the causes of such grievances.
2. In addition to files kept at the City's Personnel Department, grievance files will be maintained in the Office of the Chief of Police for at least ten (10) years after the resolution date, or longer, according to the records retention laws.