DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
Specific Personnel / Administrative Policies		**P&P-D-117**
Grievance Procedures		
Effective Date: 09-11-25 Supersedes: 11-01-21	Approval: Sheriff	Number of Pages: 3
References: PP-I-102, C.R.S. 24-31-906	Reevaluation Date: Annually	Standards: CALEA COM 3.5.1, 3.5.2, 3.5.3, CALEA LE 22.4.1, 22.4.2, 22.4.3 ACA 7E-01

I. PURPOSE: To establish policy concerning the appropriate handling of employee grievances in a quick and equitable manner.

II. DEFINITIONS

Grievance

A formal complaint on the part of a member, of an action or omission that violates Sheriff's Office Policy in such a way as to adversely affect the member.

III. POLICY <7E-01>

Any member of this Office has the right to file a grievance when they believe they have been subject to unfair or unlawful treatment by the Office or through Office procedures.

IV. PROCEDURE

A. Members with grievances will be encouraged to resolve the matter as close to its point of origin as possible.

B. The grievance shall be done in writing following the standard memo format and addressed to the member's immediate supervisor. If the grievance concerns the immediate supervisor, the next supervisor in the chain will receive the grievance for resolution. <COM 3.5.1a>

C. A grievance must be submitted no later than five complete business days after the action, which is being grieved, occurred. <COM 3.5.1b>

D. The grievance must address the following issues to be a valid grievance; <COM 3.5.1c> <LE 22.4.1d>

- The facts upon which the grievance is based to include the specific wrongful act and harm caused.
- The remedy or adjustment the member seeks to achieve.
- Any other information the grievant believes needs to be known and is relevant to the grievance.
- Dates, times, places and persons important to the investigation of the grievance.

E. Matters that are grievable include but are not limited to the following: <COM 3.5.1a><LE 22.4.1a>

- Employee evaluations.

- Unfair, unlawful or unethical treatment.
- Violations of Federal or State employment work standards.
- The improper application of Policy and Procedure, Standard Operating Procedure or rules.
- Allegations of unlawful retaliation against whistleblower officers.

F. Matters that are not grievable include but are not limited to the following:
   - Matters of discipline. Discipline matters have recourse through, P&P I-102 *Disciplinary Actions, Section VII, Appeal Procedures*.
   - Actions taken by the Sheriff which are Office policy decisions and are not management/ administrative actions.
   - Non-selection for promotion or special assignment unless the basis for the grievance lists a specific unfair or unlawful practice in the selection or testing process.

G. Upon receiving a grievance, the supervisory member will contact the division chief of the involved division, through their chain of command. The division chief of the affected division will contact Internal Affairs no later than the next business day following receipt of the grievance. The grievance will be assigned to a supervisor who is not named in the grievance. <COM 3.5.1d><LE 22.4.1b>

H. A grievance received by a supervisory member must be answered no later than ten complete business days after receiving the grievance in order for the matter to be fully investigated. However, no grievance will be answered without prior approval of the proposed resolution from the involved division chief. <COM 3.5.1a> <COM 3.5.1d><LE 22.4.1b> <LE 22.4.1c> <LE 22.4.1e>

I. If the grievance is not resolved, the next level of authority addressing the grievance will have five complete business days to answer the grievance. Five complete business days will be provided to each level in the chain of command the grievance reaches before an answer to the person filing the grievance is required. <7E-01> <COM 3.5.1d> <LE 22.4.1b><LE 22.4.1c> <LE 22.4.1e>

J. A grievance will be resolved by either determining a solution that is acceptable to the employee filing the grievance, or the member can appeal the grievance through the chain of command. Any member filing a grievance can, at their discretion, withdraw the grievance at any time and for any reason. There is no appeal process for a grievance that has been exhausted through the chain of command and addressed by the Sheriff. The Sheriff will be the final authority on a grievance. <7E-01> < LE 22.4.1b>

K. A grievance should be handled at the lowest level possible in the members' chain of command. However, the Sheriff can appoint any member regardless of rank or position to investigate a grievance if deemed appropriate.

L. A member filing a grievance does not have a right to representation by an attorney or any other person for any hearings or questioning that may be required during the investigation of a grievance. <COM 3.5.1e> <LE 22.4.1f>

M. The Internal Affairs commander is responsible for the coordination of the grievance procedures. A copy of the grievance will be provided to the Internal Affairs commander to be filed in the grievance file in IAPro. A grievance tracking number will be assigned by Internal Affairs. Once a grievance is satisfied or exhausted, the grievance and all associated documents will be maintained in the grievance file maintained in IAPro. The Internal Affairs commander will be responsible for the control and maintenance of grievance records. <COM 3.5.2> <LE 22.4.2>

N. The Internal Affairs Commander will the Sheriff an annual analysis of all grievances as well as supporting policies and practices for review. The Sheriff will review the analysis to determine if there are trends and/or patterns, and what steps might be taken to minimize the causes. <COM 3.5.3> <LE 22.4.3>

By Order of the Sheriff