

**LEESBURG POLICE DEPARTMENT
REGULATIONS AND GENERAL ORDERS MANUAL**

General Order Number:
406

Section:
PERSONNEL

Effective Date:
AUGUST 2023

Title:

GRIEVANCE PROCEDURES

Accreditation Standards:

PER.02.01, PER.02.03, PER.08.01, PER.08.02, PER.08.03

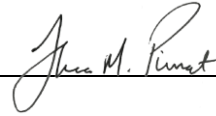
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Chief of Police:



I. GRIEVANCE PROCEDURES

A. Grievance Procedures.

1. The Town of Leesburg is committed to resolving employee complaints and grievances in a just and equitable manner. Covered employees of the Town have the right to submit complaints or disputes for resolution without threat of discrimination, coercion, recrimination, restraint, or reprisal. The timely resolution of grievances enhances employer-employee relations and serves the mutual interests of all parties concerned. Every complaint will be investigated promptly and diligently regardless of who complains or whom the complaint is against.
2. The Department utilizes the Town Grievance Procedures as set forth in the Town of Leesburg Personnel Procedures Manual (PPM), Section 14. Sworn officers, with the exception of the Chief of Police and officers on probation, may elect to proceed under either the grievance procedures in the Town of Leesburg Personnel Procedures Manual or the Law Enforcement Officers Procedural Guarantee Act, but not both procedures.

B. Coordination of Grievances.

The Human Resources Department for the Town will be responsible for managing the grievance process for all personnel.

C. Confidentiality.

Every effort will be made to preserve the confidentiality of both the alleged victim(s) and the individual(s) against whom the complaint is filed to the extent possible without compromising the investigation.

D. Grievance Records.

1. The Human Resources Department will be responsible for the maintenance and control of the grievance records of departmental personnel.
2. The following information must be contained in the employee's statement of grievance, or if the complaint is pursued utilizing a process provided for in the Town of Leesburg Personnel Procedures Manual, on the required forms:
 - a. A written statement of the grievance and the information upon which it is based;
 - b. A written specification of the alleged wrongful act and resultant harm; and
 - c. A written description of the remedy, adjustment, or other corrective action sought.

E. Annual Analysis.

The Chief of Police will conduct an annual analysis of the grievances filed by the departmental personnel to identify trends and causative factors. At the discretion of the Chief of Police, when trends or problems are discovered, appropriate action will be taken to correct the situation.

F. Law Enforcement Officer's Procedural Guarantees.

Sworn employees who elect to proceed under the Law Enforcement Officers Procedural Guarantee Act shall do so in accordance with Code of Virginia, Title 9.1, Chapter 5 (§9.1-500 - 507, as amended), as implemented in the Leesburg Police Department Discipline Grievance Hearing Board Standard Operating Procedures.