



## ADMINISTRATIVE MANUAL

# ADM - 225 – GRIEVANCE PROCEDURES

Amends/Supersedes: ADM-225 (11/15/2021)

Date of Issue: 02/10/2025

### I. GENERAL

Employees with a complaint or dispute about their employment with the Newport News Police Department may seek resolution through the grievance procedures established by City Ordinance or State Code. [22.4.1]

### II. POLICY

- A. Newport News Police Department employees can initiate a grievance through the City of Newport News Grievance Procedures (City Code [Chapter 2, Article V](#)). City ordinance § 2-182 defines grievances as a complaint or dispute of an employee relating to their employment, including but not limited to:
  1. Formal disciplinary actions, provided that the actions can be grieved, per [PAM-1000 Standards of Conduct](#).
  2. The application of personnel policies, procedures, rules and regulations.
  3. Discrimination based on race, color, creed, religion, political affiliation, age, disability, national origin or sex.
  4. Retaliation initiates as a result of:
    - a. The employee's use of or participation in the grievance procedure.
    - b. An employee, while complying with local, state or federal law, reports a violation of the law, seeks to change the law or reports an incidence of fraud, abuse or gross management.
- B. City ordinance § 2-183 establishes activities management reserves exclusive rights; therefore, complaints related to these topics are not grievable. Examples include (see the ordinance for the full list):
  1. Salary, job classification and general benefits.
  2. Hiring, promotion, transfer, assignment and retention of city employees.
  3. Failure to promote except where the employee can show established promotional policies or procedures were not followed or applied fairly.
  4. Performance evaluations. These include FUEL check-ins, probationary evaluations (see [ADM-295 Performance Evaluations & Career Development](#)), and on-the-job performance documentation.
- C. Sworn officers of the Police Department are entitled to procedure guarantees as outlined in [Chapter 5 of Title 9.1](#) of the Code of Virginia (i.e., Law Enforcement Officers Procedural Guarantee Act).

NOTE: Sworn officers must elect one of the procedures to address their grievance. They cannot initiate both procedures for the same grievance.
- D. The City's Human Resources department oversees the grievance process and maintains all grievance documentation. The Office of the Chief of Police provides administrative support, and the Internal Affairs Division commander represents the department unless the Chief of Police designates another position.

### III. PROCEDURE

- A. The grievance process has four steps. Section 2-186 allows employees to skip the first three steps when grieving disciplinary actions. NNPD personnel will adhere to the documentation and timelines outlined in the city's grievance procedure.
- B. For this policy, the Assistant Chief of Police in the employee's chain of command serves as the immediate supervisor of Step 1's grievance procedure.



- C. For Step 2 or higher, employees must obtain the grievance form from the city Human Resources department and submit it to the Office of the Chief of Police for processing.
- D. To effectively analyze the department's grievance procedures, the Office of the Chief of Police will enter all grievances into the Axon Standards Grievance report, identify which step the grievance was initiated at, the reason for the grievance (see Section I. B of this policy), and the corresponding grievance number. The report is forwarded to the Internal Affairs Division commander, who will update the final resolution in the system.
- E. An annual analysis of grievances lodged against the agency will be compiled and submitted to the Chief of Police by the Internal Affairs Division. [22.4.3]

A handwritten signature in black ink, appearing to read "Steven R. Drew", written over a horizontal line.

**Steven R. Drew**  
**Chief of Police**