

	<b>FREDERICKSBURG POLICE DEPARTMENT DIRECTIVES</b>	
	<b>ADMINISTRATION</b>	
<b>170.00</b>	<b>APPROVED:</b> <i>Brian Layton, Chief of Police</i>	<b>Initiated:</b> 10/01/2007
		<b>Revised:</b> 02/20/2025

**PURPOSE** – The purpose of this Directive Section is to define the role, responsibilities, and procedure regarding grievances, early warning system utilization, disciplinary matters, and employee recognition.

**POLICY** – It is the policy of the Department that all Police Department employees understand and apply the procedures as listed in this section in situations involving these components.

## GRIEVANCE PROCEDURE

**170.00 – Grievance Procedure** – The following items related to grievance procedure may be found in the City Policy Manual:

- Identification of matters that are grievable and the City filing/appeal procedure. [LE 22.4.1, a] [CS 3.5.1, a]
- Levels in the department or City to which the grievance may be filed and/or appealed [LE 22.4.1, b] [CS 3.5.1, a]
- Time limitations for filing or appealing the grievance to the next level. [LE22.4.1, c] [CS 3.5.1, b]
- Description of the type of information to be submitted when filing a grievance. [LE 22.4.1, d] [CS 3.5.1, c]
- Procedural steps and time limitations at each level in responding to grievances or appeals. [LE 22.4.1, e] [CS 3.5.1, d]
- Criteria for employee representation. [LE 22.4.1, f] [CS 3.5.1, e]

***Note: A legitimate attempt should be made at each level to resolve the grievance rather than merely passing it on to the next level.***

The City of Fredericksburg Grievance Procedure is located in the on–line reference folder. All full–time employees of the police department may use this procedure.

The Law-Enforcement Officer's Procedural Guarantee Act is located in the Code of Virginia Chapter 5, § 9.1-500 through § 9.1-507. Sworn, full-time police officers may use this procedure as an alternative to the City's procedure, but may not use both.

**170.01 – Grievance Procedure Coordination** – The Office of Professional Standards is responsible for the coordination of grievance procedures and the maintenance and control of grievance records. [LE 22.4.2] [CS 3.5.2]

An annual analysis of grievances will be conducted and documented by the Office of Professional Standards. [LE 22.4.3] [CS 3.5.3]