



<b>WRITTEN DIRECTIVE</b>	No.	PD14-0206	Page:	1 of 3
	Subject:	Effective	1/14/14	
	GRIEVANCE PROCEDURE	Date:		
		Supercedes/ Amends:	PD10-0206	
	Reference:	25.1.1- 3, 26.1.6 COL Employee Manual		



## I. Purpose

The purpose of this directive is to advise departmental employees of the existence of the grievance procedure for employees of the City of Lynchburg and to establish responsibility for the coordination and review of all grievances within the department.

## II. Policy

It shall be the policy of the Lynchburg Police Department to provide a grievance procedure which will allow employees to resolve grievances fairly, expeditiously, and within City policy.

## III. Procedure

### A. GRIEVANCE PROCEDURE FOR EMPLOYEES OF THE CITY OF LYNCHBURG

1. The *Grievance Procedure for Employees of the City of Lynchburg*, as described in the Lynchburg City Employment Policy and Procedures Manual, sets forth general procedures for the administration and resolution of all grievable employment disputes involving City employees.
2. Each employee will have access to the *Grievance Procedure for Employees of the City of Lynchburg*
  - a. This manual is available on the LPD server in the directives file.
  - b. Access to this manual can also be acquired through the City of Lynchburg website.

### B. DEPARTMENTAL PROCEDURES

#### 25.1.1 A, C, 26.1.6

1. Employees wishing to file a grievance should be prepared to convey the following information to their immediate supervisor:
  - a. a statement of the grievance and the facts upon which it is based
  - b. an allegation of the specific wrongful act and harm done

- c. a statement of the remedy or adjustment sought.
2. Although a Step 1 grievance requires only an oral response to the grievance, the immediate supervisor will document all the following in order to provide an accurate record:
  - a. the nature and details of the grievance, as orally described by the grievant
  - b. the supervisor investigating the grievance
  - c. the exact wording of the step one grievance response provided orally to the grievant
3. The immediate supervisor shall document the following Step 1 grievance information:
  - a. date and time received
  - b. person receiving the grievance
  - c. details of the grievance as related by the grievant (see III, B, 1)
  - d. analysis of the facts or allegations of the grievance
  - e. affirmation or denial of the allegations set forth in the grievance
  - f. identification of the remedy or adjustments, if any
  - g. the text of the Step 1 grievance response that was read to the grievant
  - h. the date and time the step 1 response was provided
4. The immediate supervisor will confer with his Division Captain prior to providing the step 1 oral grievance response.
5. A memorandum documenting the facts and response of the grievance will be forwarded by chain of command to the Chief of Police within 24 hours of the supervisory response.
6. Beyond the Step I grievance level, documentation (i.e. forms, addenda, letters, etc.) will be provided by both the employee and the appropriate reviewing authority where required by City policy.
7. The Office of the Chief of Police will be responsible for:
  - a. coordination of all grievance procedures
  - b. filing and maintaining records of all employee grievances
  - c. the securing of such records to ensure confidentiality.

25.1.3

8. The Criminal Investigations Division Captain will be responsible for:
  - a. conducting an annual analysis of employee grievances, policies, and supporting practices.
  - b. submitting a written report annually to the Chief of Police, to include the following information at a minimum:
    - 1) results of the annual analysis
    - 2) natures of the grievances and their resolutions.

*Original Signed*

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Parks H. Snead  
Chief of Police

January 14, 2014

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Date