

# BERKELEY POLICE DEPARTMENT

DATE ISSUED: April 21, 1989

GENERAL ORDER G-2

SUBJECT: GRIEVANCE PROCEDURES

## PURPOSE

- 1 - The purpose of this General Order is to insure employees follow grievance procedures contained in the various Memoranda of Understanding (BPA, 790, and 535) and to describe Department procedures.

## POLICY

- 2 - Employees, supervisors and command officers are expected to follow the grievance procedures. Grievances should be settled within the MOU guidelines, fairly, and without any subsequent discrimination against employees who may file a grievance.

## PROCEDURES

- 3 - When an employee feels that he/she has a grievance as defined by the various MOU's, it is recommended that he/she consult his/her MOU and follow the established procedures.
- 4 - When a formal written grievance is received, supervisors and command officers will acknowledge receipt of the grievance by indicating the date, time and his/her name on the grievance. The supervisor should review the applicable MOU and insure that action is taken within the specified guidelines and time limits listed.
  - (a) The facts/allegations of the grievance shall be analyzed
  - (b) The allegations of the grievance should be affirmed or denied, and a written response to the involved employee and union/union representative (if applicable) shall be made identifying the remedy or adjustments, if any, to be made
  - (c) When received, copies of all written grievances shall be forwarded to the Labor Relations Coordinating Committee.
- 5 - Although normally assigned to the Division Commander/designate at the initial stages, Police Department grievances will be coordinated and maintained thereafter in a separate file cabinet by the Administrative Division Captain.
- 6 - An annual analysis and review of grievances will be completed at the direction of the Administrative Division Captain to determine the need to modify Department policies or procedures, and to identify potential personnel problems.

References: CALEA Guidelines  
City Ordinances 43,397-N.S., 43,691-N.S., and 44,290-N.S.  
Government Code Sections 3500-3511

**BERKELEY POLICE DEPARTMENT**

**DATE ISSUED: April 21, 1989**

**GENERAL ORDER G-2**

Memoranda of Understanding, BPA, 790, 535