

 <b>Lexington Police Department</b>	<u>Subject:</u> <b>Grievance Procedures</b>					<u>Policy Number:</u> <b>25A</b>	
	<u>Accreditation Standards:</u> <u>Reference: 25.1.1; 25.1.2</u>					<u>Effective Date:</u> 11/1/10	
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised	<u>Revision Dates:</u>	1/24/19					
<u>By Order of:</u> Mark J. Corr, Chief of Police							

## GENERAL CONSIDERATIONS AND GUIDELINES

An important element of a sound personnel system is the existence of a formal procedure that allows employees to resolve their grievances in a fair and expeditious manner. Good management practices recognize that a carefully designed grievance process can help to reduce personnel dissatisfaction, improve morale, identify problems in the organization, and increase the positive perception members have of the organization.

There are currently six (6) collective bargaining units that represent employees of the Lexington Police Department. The largest collective bargaining unit is the Lexington Police Association. The contractual agreements among bargaining units are similar in many ways but are unique to each group represented. The grievance process is identified and explained within each of these agreements:

- Lexington Police Association
- Lexington Command Officers Association, IBPO, Local 501
- Dispatchers, AFSME, Local 1703
- Lexington Municipal Employees Association (LMEA)
- Lexington Municipal Management Association (LMMA)
- Crossing Guards, SEIU, Local 888

It is the Policy of the Lexington Police Department to abide by the grievance process set forth within each collective bargaining agreement for sworn and non-sworn employees. [\[25.1.1\]](#)

The formal grievance procedures outlined in the collective bargaining agreements have been developed through the collective bargaining process. These procedures are not presented here but are referenced and acknowledged to insure all members of the Department are familiar with the process available to them to address conflicts and complaints arising out of their position in the organization. [\[25.1.1\]](#)

Exempt and non-represented employees, those not covered by collective bargaining units, who may or may not have an employment agreement with the Town of Lexington will file

their grievances in accordance with the terms of their employment contract or directly to the Chief of Police or the Office of the Town Manager.

The following groups within the Lexington Police Department are exempt or non-represented:

- Chief; grievance procedures by contract
- Office Manager; grievance procedures by LMMA contract
- Cadets; grievance through Chief of Police or designee
- Part-time Dispatchers, grievance through Chief of Police or designee
- Parking Lot Attendants

## PROCEDURES [25.1.2]

### A. Coordinating Grievances

1. The Chief of Police or designee (most commonly the Captain of Administration) will be responsible for the coordination of the grievance process. Any command staff officer receiving a grievance will do so in a polite and professional manner, while adhering to the contractual guidelines at all times. Any questions or concerns should be directed to the Chief of Police, or his designee, as soon as possible.

### B. Maintaining and Coordinating the Grievance Process

1. The grievance records will be maintained under the direct supervision of the Chief of Police. Records will be maintained for every grievance and archived as necessary.

### C. Grievance procedures are attached to Departmental policy “**24A – Collective Bargaining Units.**”