

## **GENERAL ORDER 25.1.1**

### **Grievance Procedures**

**GENERAL ORDER CROSS-REFERENCE: None.**

#### **SUMMARY**

Describes the Department's grievance procedures.

#### **DISCUSSION**

Formal grievance procedures are designed to resolve differences between the employee and employer and must therefore be written in clear, concise terms. The Springfield Police Association Agreement (for SPA personnel), the Service Employees International Union (SEIU), the Oregon Public Employees Union (for OPEU personnel) and City Policy (for other personnel) describe the grievance and grievance appeal policies for the Department's employees.

#### **POLICY**

##### **I**

The SPA Agreement (for Association personnel), Service Employees International Union (SEIU), Oregon Public Employees Union (for OPEU personnel) and City Policy (for other personnel) outline grievance procedures which include: identifying matters that are grievable (scope); establishing time limitations for filing or presenting the grievance; establishing procedural steps and time limitations at each step in the grievance procedure; and establishing criteria for employee representation.

The SPA Agreement, SEIU, OPEU Contract and City Policy all require a written statement of the grievance and the facts upon which it is based; a written allegation of the specific wrongful act and harm done; and a written statement of the remedy or adjustment sought. Other requirements may apply and the appropriate document should be consulted.

##### **II**

The supervisor receiving the grievance shall: acknowledge receipt by noting time, date, and person receiving the grievance; analyze the facts or allegations; affirm or deny, in writing, the allegations in the grievance; and identify the remedy or adjustments, if any, to be made.

##### **III**

Procedures for appealing decisions made in the grievance process are contained in the SPA Agreement (for Association personnel), SEIU the Oregon Public Employee's Union (for OPEU personnel) and City Policy (for other personnel.)

#### IV

The Chief of Police is responsible for coordination of grievance procedures and shall maintain and control a separate file of grievance records in the Professional Standards and Training office. These records shall not be placed in an employee's file unless the grievance stems from a disciplinary action or the grievance is found against the employee.

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Richard L. Lewis  
Chief of Police