

Bowie Police Department – General Orders



TITLE: GRIEVANCE PROCEDURES		NUMBER: 323
EFFECTIVE DATE: July 6, 2015		REVIEW DATE:
_NEW _X AMENDS _ RESCINDS		DATE: 6/13/11

AUTHORITY Chief John K. Nesky	ACCREDITATIONS STANDARDS: 25.1.1, 25.1.2, 25.1.3	TOTAL PAGES 2
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I. POLICY

It is the policy of the Bowie Police Department to provide a just and equitable method for prompt resolution of grievances without discrimination, coercion, restraint, or reprisal against any employee who may submit or be involved in a grievance.

II. PURPOSE

It is the purpose of this Order to set forth procedures for filing and resolving employee grievances.

III. GRIEVANCE PROCEDURES

Grievance Procedures for Officers of the Bowie Police Department are defined in the City of Bowie's Code of Ordinances (Bowie City Code, Sec. 2-58) and in the Bowie Fraternal of Police Lodge #140 Collective Bargaining Contract. Police Officers in the State of Maryland are also entitled to certain rights which are identified in the Law Enforcement Officers' Bill of Rights (LEOBR)(Annotated Code of Maryland, Public Safety Article §3-101, *et. seq.*). Any conflict between the City of Bowie Code and the LEOBR will be resolved in favor of the LEOBR.

IV. GRIEVANCE RECORDS

All grievances will be logged and coordinated by the Administrative Assistant to the Chief of Police. All records pertaining to grievances shall be kept in a locked file cabinet by the Administrative Assistant to the Chief of Police. The sensitivity of these records dictates additional precautions in controlling access to them. No record of grievance actions shall be placed in an employee's personnel file. (CALEA 25.1.2)

V. GRIEVANCE ANALYSIS

Annually, the Administrative Assistant to the Chief of Police shall prepare a documented analysis of all grievances to identify trends and to take steps to minimize the cause of such grievances in the future. This report will be completed no later than February 15. (CALEA 25.1.3)

VI. CANCELLATIONS

This General Order cancels and replaces:

General Order 1/116 Grievance Procedures, Dated 7/2007