

TITLE: GRIEVANCE PROCEDURES

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PURPOSE

The purpose of this directive is to establish the policy and procedure for employee complaints in accordance with existing contracts and City of Santa Fe Rules and Regulations.

DISCUSSION

It is an obligation on the part of all Police Department employees to provide efficient and continuous service to the citizens of the City of Santa Fe. Positive employee morale is an important factor in maintaining a high level of public service, and the efficiency and productivity of the organization are measured in part by the employee's constructive attitude about the organization and his or her willingness to work cooperatively with other employees and supervisors.

Grievances and appeals constitute channels of communication, informing supervision and management about things which employees feel strongly. It is advantageous to the Chief of Police to make it an easy process to present grievances. Employees shall be encouraged not only to present their grievances but also to present them while they are still timely.

POLICY

Grievances can be categorized into both formal and informal types. Informal grievances must be exhausted before formal grievances are begun. The applicable union contracts, and personnel rules and regulations shall govern procedures and responsibilities regarding types of grievance.

APPROVED: 
BEVERLY K. LENNEN
Chief of Police

DATE: 07-23-04