

- I. Purpose
- II. Policy
- III. Responsibilities

- I. Purpose

This Directive establishes general guidelines for the coordination of the grievance process by the Professional Standards Officer.

- II. Policy

- A. It is the Division's policy to ensure that the confidentiality of all grievance records within the Division's jurisdiction will be protected and preserved, and that access to them will be carefully controlled. The person responsible for this security and control will be the Professional Standards Officer, who will report directly to the Chief, Park Police Division.
- B. The Division believes strongly that good management recognizes the grievance process as a valuable method to help reduce personnel dissatisfaction, improve morale, and identify problems in the Division.

- III. Responsibilities

- A. The Professional Standards Officer will coordinate grievance procedures and maintain copies of all grievances filed within this Division, whether by sworn or non-sworn personnel. Grievance files will be maintained and secured within the Administrative Branch of the Division.
- B. The Professional Standards Officer will coordinate the Division's response to grievances filed at the Division level, to insure that they are handled in accordance with the grievance procedures outlined in collective bargaining agreements affecting both Division sworn and non-sworn personnel, and in the Commission's Merit System Rules and Regulations (effective January 1, 1998).
- C. The Professional Standards Officer will prepare an analysis of grievances and submit it to the Chief, Park Police Division on an annual basis, or when requested. The task of analyzing grievances and reporting to the Chief will be sole responsibility of the Professional Standards Officer. If through the analysis the Chief observes a trend in filed grievances, steps may be taken to minimize the causes of such grievances in the future.

**Approved Park Police Document
Signed Original on File**

End of Directive