

# BATON ROUGE POLICE DEPARTMENT

General Order  
No.115

Effective Date  
05-16-1996

Revised Date  
08-05-2005

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Subject: Employee Grievance

Reviewed 9/1/16

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## POLICY

*Note: Current Union Contract is controlling language for represented employees. All others are covered by this policy.*

Effective management and respect for individual dignity requires that employees have means available for seeking the proper redress of grievances. An employee having a complaint relating to any matter affecting his employment must be ensured the right of review at succeeding levels of Department authority until his grievance is resolved.

Recognizing that grievances which may appear trivial or insignificant to the Department are still important to the individual, any matter affecting an employee's employment in any way shall be considered grounds for grievance. This should be liberally interpreted so as to extend, rather than restrict, the grievance process.

It is the policy of the Baton Rouge Police Department that all employees have the right to present grievances, that such grievances shall be heard and addressed in a fair, equitable and impartial manner, and that no action of a formal or informal nature shall be taken by the Department against an employee merely for his having filed a grievance.

## PROCEDURES

### **I. Initial Hearing**

- A. The first hearing of a grievance shall be informal, between the affected employee and his immediate supervisor.
- B. The grievance must be brought to the attention of the immediate supervisor within three (3) working days of the employee having gained knowledge that a grievance exists.
- C. The grievance may be presented and discussed verbally in an attempt to redress the grievance.
- D. If no satisfactory resolution can be reached, the above procedure may be repeated exactly, following up the chain of command, until the grievance is resolved or reaching the final level prescribed by current contract with the designated bargaining unit. A copy of the original grievance and all replies shall be included when forwarded to the next level and a copy sent to the Chief of Police.

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## II. Second and Subsequent Hearings

- A. If no resolution can be reached in the first hearing, a more formal hearing may be sought. The affected employee must present the grievance in writing (on approved Department form), to the next level, with a copy sent to the Chief of Police who is responsible for coordinating grievance procedures. The written grievance must include:
  - 1. A statement of the grievance and the facts upon which it is based.
  - 2. A written allegation of the specific wrongful act and harm done.
  - 3. The remedy or adjustment being sought to redress the grievance.
- B. The supervisor receiving such a written grievance must make a written reply (on approved Department form) to the aggrieved employee within the time frame, prescribed by current contract of the designated bargaining unit, of receipt of said grievance, with a copy sent to the Chief of Police. The written supervisory reply must:
  - 1. Acknowledge receipt by noting time, date and person receiving the grievance.
  - 2. Analyze the facts or allegations.
  - 3. Affirm or deny the allegations.
  - 4. Identify the remedy or adjustments, if any, to be made.

## III. Procedural Provisions

- A. The employee's time frame for appealing to a higher level shall be from the conclusion of the previous level. Failure to comply with the time period provided shall result in the grievance being waived.
- B. Working days shall be defined as those days actually worked by the affected employee or supervisor. Days on which the affected employee or supervisor is on approved leave shall not count against the specified time limits.
- C. Any employee filing a grievance shall be allowed to bring one (1) personal representative of his choice with him for any hearings or face-to-face meetings relating to the grievance.

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- D. Grievances shall be considered confidential and a file of all grievances shall be kept by the Chief of Police. Access to this file shall be limited to the affected and involved parties.
  - 1. Categorical information on grievances arbitrated by the Chief of Police shall be forwarded to the Accreditation Office for the purpose of statistical analysis only.
  - 2. At the end of each calendar year, an analysis report categorizing all grievances shall be submitted in writing, for the year, so that possible trends or patterns may be identified and addressed.

The above outlined grievance procedure may be originated by any employee who feels they have been aggrieved.