

Columbus Police Division Directive	EFFECTIVE	NUMBER
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Grievance Coordination, Control, and Analysis		



I. Introduction

Rules governing grievances require that certain steps be followed and that responses be made within specified time limits. Information concerning grievance procedures and time limits can be found in the various collective bargaining contracts.

II. Policy Statements

- A. The Discipline/Grievance Liaison Lieutenants in the Professional Standards Bureau shall be responsible for the coordination of sworn grievances within the Division.
- B. The Division's Human Resources Manager in the **Human Resources** Bureau shall be responsible for the coordination of **civilian** grievances within the Division.
- C. The **Human Resources Manager** shall maintain a master folder containing current copies of all applicable labor contracts.
- D. Division personnel shall abide by the applicable collective bargaining contract during all stages of the grievance process.
- E. Any Division supervisor responding to a formal FOP grievance shall forward a copy of the grievance and their response to the Discipline/Grievance Liaison Lieutenant within three days of returning **ing** the original copy to the Grievance Chairperson.

III. Procedures

- A. Discipline/Grievance Liaison Lieutenants **and** Division Human Resources Manager
 1. Establish procedures for the maintenance and control of all grievance records under your area of responsibility.
 2. By January 15th of each year, prepare and submit through the chain of command to the Chief of Police, a report analyzing all grievances filed the previous year. Divide the report into each of the bargaining units and list all grievances filed, to include:
 - a. The total number of grievances filed.
 - b. The status of each grievance.
 - c. The nature of each grievance.
 - d. Any noted trends in filed grievances.