

	<b>SECTION:</b>	<b>ADMINISTRATION</b>	<b>ADM-147</b>
	<b>CHAPTER:</b>	<b>PERSONNEL</b>	
	<b>DIRECTIVE:</b>	<b>DISCIPLINE, APPEALS AND GRIEVANCES</b> <b>(High Risk)</b>	

**147.01 SUMMARY**

For purposes of this directive, all Police Department employees shall abide by and adhere to policy and procedures as outlined in the City of Grand Junction Personnel Policy Manual – Chapter Number 7.100 – “Discipline and Appeals” Chapter Number 7.200 - “Complaint Resolution.” All employees will follow the procedures in those sections as well as applicable sections of this Directive. Specific Departmental rules also apply.

A grievance shall be considered a “complaint” as defined in the City Policy. This directive is to inform and provide employees with a formal procedure for the resolution of work-related problems and/or grievances. Employees should be assured that no reprisal(s) will occur for good faith utilization of these procedures.

**147.02 DEFINITION**

**GRIEVANCE** – A claim by an employee alleging that a provision of rule(s), procedure(s), or directive(s) has been improperly interpreted or applied with respect to that employee or a claim that the employee has been discriminated against or subjected to harassment as defined in **Chapter 6.300 of the City of Grand Junction Personnel Policy Manual.**

**147.03 CAUSE FOR DISCIPLINARY ACTION**

Disciplinary action is justified when an employee violates or there is reason to believe that an employee may have violated any Department/City directive, policy, or procedure.

**NOTE:** Employees who believe they have been unfairly subjected to disciplinary action should follow the appeals procedures outlined in the **City of Grand Junction Personnel Policy Manual, Chapter 7 – “Discipline and Appeals.”**

**147.04 SUPERVISOR ROLE AND AUTHORITY**

All Supervisors have the authority and are responsible to take disciplinary action when necessary. Examples include:

- Counseling
- Remedial Training
- Oral Warning
- Education Based Discipline
- Written Reprimand

**147.05 ADMINISTRATIVE LEAVE**

Administrative Leave is a status normally used while a supervisory or internal affairs investigation is being conducted. It is not disciplinary action.

A Commander, Sergeant, Records Manager and/or Comm Center Supervisor (or designee) may relieve an employee from the Shift he/she is working and instruct them to go home if they feel it is in the best interest of the employee or the Department. The Supervisor will ensure that notifications are made to the affected employee's Chain of Command.

The Chief of Police may elect to keep the employee on Administrative Leave or may rescind the Supervisor's action.

The Deputy Chief may place an employee on Administrative Leave with pay pending the outcome of an administrative investigation or other issue. Once an administrative investigation has been conducted and recommendation(s) have been reviewed, the Chief of Police has the final approval/authority to take the following disciplinary actions:

- Education Based Discipline
- Reduction to Non-Proficient Status
- Suspension
- Demotion
- Dismissal

**147.06 COMMAND STAFF REVIEW (OPTIONAL)**

On any contemplated disciplinary action greater than a letter of reprimand the appropriate Deputy Chief may convene members of Command Staff to review the supervisory recommendation. This review may include a discussion of reports, interviews, and other supporting documentation that may assist the Deputy Chief in making a disciplinary recommendation.

**147.07 REMOVAL OF SPECIAL OR COLLATERAL DUTY ASSIGNMENTS**

Removal from a Special assignment, Training Officer assignment, Collateral Duty assignment, or eliminating or modifying secondary employment is not disciplinary action. There is no property right in such assignments and removal may be done at the discretion of the appropriate Deputy Chief.

**147.08 APPEALS**

An appeal of a proposed disciplinary action is handled in accordance with the City of Grand Junction Personnel Manual – Chapter 7 – 7.100 – “Discipline and Appeals”.

**147.09 DISCIPLINARY RECORDS**

**EMPLOYEE AWARE OF DOCUMENTS** – No document containing proposing or imposing discipline will be placed into an employee's personnel file until/unless that employee is aware and has had opportunity to review the document.

**DISCIPLINARY RECORDS  
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**PERFORMANCE (TRACKING) LOG DOCUMENTS** - Copies of counseling reports, inquiries, citizen complaints, and commendations may be placed in an employee's electronic tracking log. The Supervisor should use these documents to prepare the employee's annual evaluation. Documents will be purged after two (2) years. Any hard-copy as deemed appropriate by the Supervisor shall be forwarded through the chain of command to the Deputy Chief.

Documents involving written reprimands, suspension, reduction in pay, and/or demotion including letter(s) of disciplinary action will remain in the employee's personnel file and will not purged.

Documentation/letters involving termination, along with the entire personnel file, will be forwarded to the City Human Resources Manager. The Human Resources Manager will handle all requests for copies of information or purging of any documents from a terminated employee's file.

**147.10 GRIEVANCE  
PROCEDURES**

**MANAGEMENT OF PROCESS** – The Chief of Police is responsible for the coordination of the complaint/grievance procedure.

- Once a grievance is resolved, the original document(s) and any associated records are forwarded to the Services Commander.
- On an annual basis, the Services Commander may conduct an analysis of complaints/grievances to determine if any trend exists. An existing trend may indicate that measures must be taken to minimize the causes of such grievances in the future. A report summarizing the analysis shall be forwarded to the Deputy Chief(s) and the Chief of Police

