

**CITY OF GARY**

**POLICE DEPARTMENT**

**&**

**FRATERNAL ORDER OF POLICE**



**BEN K. PERRY LODGE #61**

**GRIEVANCE FORM**

All grievances must contain the following written information to be considered:

1. Aggrieved officer's name, rank and signature.
2. Date the grievance is being filed.
3. Date, time and location (if appropriate) of incident giving rise to the grievance.
4. A description of incident or statement or perceived facts.
5. Sections of the Agreement alleged to have been violated.
6. Desired remedy to resolve the grievance.
7. Signature of the FOP Representative.

The following steps shall be followed for processing grievances:

**Grievance Review:** Prior to submitting a grievance to the formal grievance procedure, the aggrieved shall submit the alleged grievance to the designated FOP Representative who shall determine if a valid grievance exists. If in the opinion of the designated FOP Representative there is no valid factual basis for a grievance, the alleged complaint shall not be processed further.

**Step 1-Supervisor:** If the designated FOP Representative believes the Agreement has been violated and a valid factual basis for a grievance does exist, the designated FOP Representative shall discuss the alleged grievance with the officer's first level supervisor. If the parties are unable to resolve the alleged grievance, the grievance may be submitted to Step 2 of the formal grievance procedure. It shall be the responsibility of the FOP to present the grievance in writing within fourteen (14) calendar days after it arises to the officer's Division Commander. In the absence of the Division Commander, the grievance shall be submitted directly to the Chief.

**Step 2-Bureau or Area Commander:** Provided the grievance is not satisfactorily resolved through the informal procedures outlined above, the grievance may be submitted in writing to the Bureau or Area Commander by the designated FOP Representative and the aggrieved police officer. If the grievance is not resolved after a period of fourteen (14) calendar days after it arises to the officer's Bureau or Area Commander. In the absence of the Bureau or Area Commander, the grievance shall be submitted directly to the Deputy Chief of Police.

The Bureau or Area Commander shall investigate the grievance and respond in writing to the grievant within fourteen (14) calendar days following receipt of the grievance. In the absence of the Bureau or Area Commander, the grievance shall be submitted to the Deputy Chief of Police.

**Step 3- Deputy Chief of Police:** If the grievance is not satisfactorily resolved in Step 2, the grievance may be submitted in writing to the Deputy Chief of Police, along with the previous response and all relevant exhibits or documentation. The grievance must be submitted to Step 3 within fourteen (14) calendar days following the Step 2 response.

The Deputy Chief of Police shall investigate the grievance and respond in writing to the aggrieved and the FOP within fourteen (14) calendar days following receipt of the grievance. If the grievance is not satisfactorily resolved, the grievance may be submitted to the Board of Public Works and Safety.

**Step 4- Chief of Police:** If the grievance is not satisfactorily resolved in Step 2, the grievance may be submitted in writing to the Chief of Police, along with the previous response and all relevant exhibits or documentation. The grievance must be submitted to Step 3 within fourteen (14) calendar days following the Step 2 response.

The Chief of Police shall investigate the grievance and respond in writing to the aggrieved and the FOP within fourteen (14) calendar days following receipt of the grievance. If the grievance is not satisfactorily resolved, the grievance may be submitted to the Board of Public Works and Safety.

**Step 5-Arbitration:** Upon the failure of the Chief of Police to satisfactorily resolve the grievance, the FOP may send written notice of a demand for arbitration to the City.

All grievance procedures will be adhered to as listed in Section 24 of the Collective Bargaining Agreement of the City of Gary/FOP Contract.

The term grievance shall mean an allegation by a bargaining unit employee or the FOP that there has been a violation of the express terms of the negotiated Agreement between the City of Gary and FOP Lodge No. 61.

Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Current Date: \_\_\_\_\_

Date of Occurrence: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Description of Grievance: \_\_\_\_\_

\_\_\_\_\_

(Attach supplementary sheet if additional space is needed)

Sections of Agreement Alleged to Have Been Violated: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Names of Witnesses: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Relief Requested to Resolve Grievance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
FOP Representative's Signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Exhibit B

**Step 1:** Immediate Supervisor/Rank: \_\_\_\_\_

Date Discussed: \_\_\_\_\_ Date Answered: \_\_\_\_\_

I have been advised of the Supervisor's decision:

- I wish to     I do not wish to pursue this grievance any further.

Employees Signature: \_\_\_\_\_

Grievers Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Step 2:** Date Received: \_\_\_\_\_ By: \_\_\_\_\_  
(Date) (Initials)

Bureau or Area Commander's Response: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach additional sheet if additional space is needed)

Bureau or Area Commander's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read the Bureau or Area Commander's decision and hereby accept it:

Employees Signature: \_\_\_\_\_



