



Eric Hawkins
Chief of Police

ALBANY, NEW YORK
POLICE DEPARTMENT
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GRIEVANCES
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PURPOSE: The purpose of this policy is to establish guidelines for employee grievances.

POLICY: It is the policy of the Albany Police Department to provide a just and equitable method for the prompt resolution of grievances without discrimination, coercion, restraint, or reprisal against any employee who may submit or be involved in a grievance.

DEFINITIONS: **Employee** – Employee means any person that is employed by the Albany Police Department or the City of Albany.

Grievance – Grievance means any disputed matter pertaining to conditions of employment, including the meaning, application, and interpretation of the employee’s respective collective bargaining agreement.

I. GRIEVANCE PROCEDURE

- A.** Employees who are covered by a collective bargaining agreement who elect to file a grievance shall refer to the procedures outlined in their respective Agreement.
- B.** Employees who are not covered by a collective bargaining agreement shall refer to the grievance procedures outlined in Article 14 of [The City of Albany Personnel Policy and Procedures Manual](#).
- C.** Grievances may also be filed under any other applicable City or State regulations or laws.

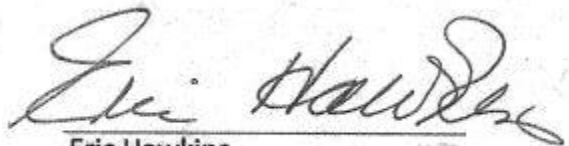
II. GRIEVANCE RECORDS

- A.** Formal grievances and associated correspondence facts, solutions, and outcomes shall be kept in a formal grievance file.
- B.** Labor/Management shall be responsible for the coordination of all grievance procedures, per current applicable collective bargaining agreement.

1. The maintenance and control of grievance records shall be maintained by the Deputy Chief.

III. ANNUAL ANALYSIS OF GRIEVANCES

- A. The Deputy Chief shall be responsible for conducting a documented annual analysis of all grievances, as well as supporting policies and practices.
 1. The results of this analysis, and any recommended modifications, if warranted, shall be documented on an IDC to the Chief of Police.
 2. The annual analysis shall utilize data between the dates of January 1st and December 31st of each calendar year, and shall be completed by March 31st of each year.



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