

NEW CANAAN POLICE DEPARTMENT

SUBJECT: COLLECTIVE BARGAINING

GENERAL ORDER NUMBER: 89-4-57

FILE: PERS 10

PERSONNEL STRUCTURE

I PURPOSE/POLICY

The purpose of this general order is to provide guidelines to insure that the New Canaan Police Department can meet the administrative, procedural and contract managerial aspects of the collective bargaining process.

II RESPONSIBILITY

It is the responsibility of all departmental personnel to adhere to this general order.

III PROCEDURES (COLLECTIVE BARGAINING)

A The Chief of Police or his designee, assists The Town of New Canaan's bargaining team in its negotiations with the representatives of New Canaan Police Local 1575 in an advisory capacity only. The Chief of Police shall serve on the Town's bargaining team to inform the Town's representatives of current departmental policy and procedures. The Chief of Police shall also advise them of any ramifications on the department if any changes in these policies and procedures are mandated by the written agreement.

B The bargaining team for the Town of New Canaan, formed for the purposes of bargaining collectively with the Police Department employees' bargaining unit (Local 1575), normally consists of the Town's Administrative Assistant, the Town's appointed Labor Consultant and the Chief of Police.

1. The First Selectman, as the person legally authorized to enter into contractual labor agreements for the Town, will generally delegate the necessary authority to the Labor Consultant in order to bargain effectively.

2. The Labor Consultant serves as the principal negotiator for the Town, to present the proposals and counter proposals on behalf of the Town.

C The Town of New Canaan will bargain collectively with the following employee organization:

1. The American Federation of State, County and Municipal Employees New Canaan Police Union, Local 1575 (AFSCME).

a. This organization is the exclusive representative for full time, sworn police officers in the New Canaan Police Department, which currently includes all patrol officers, and supervisors holding the ranks of Sergeant or Lieutenant.

b. The bargaining team consists of one representative of the AFSCME Union as the principal negotiator, and appointed representatives from the represented employees.

- D** Prior to beginning formal negotiations, management and union representatives should agree on the procedures to be followed in the event of an impasse in the negotiation process. These procedures shall be in accordance with Title #7 of the Connecticut General Statutes and include:
1. Mediation - As written
 2. Fact Finding - As written
 3. Binding Arbitration - As written
 4. Any other procedures which have been mutually agreed upon by the representatives.
- E** Prior to beginning the negotiation process regarding wages, hours, and terms and conditions of employment, both parties shall decide on mutually acceptable "ground rules" which the bargaining teams shall adhere to during the collective bargaining process. These "ground rules" shall include the following items:
1. The size and composition of the bargaining teams, to the extent permitted by Town Charter and Union By-Laws.
 2. Compensation for department employees acting as bargaining team members during the bargaining process,
 3. Time schedules and agendas for meetings,
 4. Procedures pertaining to the release of information to third parties during negotiations,
 5. Method of recording the negotiations sessions, if any
 6. Methods for introducing issues, and
 7. Methods for resolving conflict.
- F** In accordance with Connecticut General Statutes 7-470 titled Prohibited Acts of Employers and Employee Organizations, the Town of New Canaan, by its representatives, and the representatives of the employees of the Town of New Canaan Police Department authorized to bargain collectively, have a mutual obligation to negotiate in good faith at reasonable times and places with respect to wages, hours and other conditions of employment.
- G** As a result of collective bargaining between the Town of New Canaan and employees authorized to bargain collectively, a written contract incorporating any agreement reached shall be drafted. The contract or agreement shall be signed by the representatives of both parties to signify agreement.
- H** A copy of the contract resulting from the collective bargaining, shall be issued to each police department employee who is affected by its provisions.
- I** Following the signing and issuance of a contractual agreement, the Commander of Staff Services will be responsible for amending all applicable general orders so that they comply with the contractual agreement. This shall be accomplished within a reasonable period of time.

J The Chief of Police, or his designee, is responsible for insuring that the supervisory staff is thoroughly informed of the contents of the contractual agreement, as it affects personnel under their supervision. This can be accomplished by:

1. Distributing copies on the agreement to supervisory staff, and command staff.
2. Instruction during the monthly staff meetings, and/or
3. Providing in-service training, when necessary.

IV DISTRIBUTION

This general order will be reproduced in electronic and traditional media. All sworn personnel shall have access to Department general orders through a read-only file on their individual domain of the Department's computer network. Printed copies and/or CD's will also be placed in locations throughout headquarters so that they are easily accessible to all personnel.

V EFFECTIVE DATE

This general order approved by the Police Commission on January 18, 1989 and is effective January 30, 1989.

Reviewed April 2000

Per Order

Edward J. Nadriczny
Chief of Police