

**NEW CANAAN POLICE DEPARTMENT**

**SUBJECT: GRIEVANCE PROCEDURES**

**GENERAL ORDER NUMBER: 89-5-58**

**FILE: PERS 10-1**

**PERSONNEL STRUCTURE**

**I PURPOSE/POLICY**

The purpose of this general order is to provide the guidelines necessary to insure that all personnel are familiar with the proper procedures for filing a written grievance.

**II RESPONSIBILITY**

It is the responsibility of all personnel covered under the Collective Bargaining Agreement to adhere to this general order.

**III PROCEDURES**

**A** A grievance is defined as any difference, between the Town of New Canaan and the New Canaan Police Union, or it's members, as to the interpretation and/or application of any provisions of the agreement/contract.

**1.** Items appropriate for the grievance procedure include, but shall not be limited to:

- a. Wages
- b. Hours
- c. Working Conditions
- d. Disciplinary Action

**2.** The Collective Bargaining Agreement outlines the procedures required when filing a written grievance. It includes:

- a. The establishment of time limitations for filing or presenting the grievance.
- b. The establishment of procedural steps and time limitations for each step.
- c. Establishing criteria for employee representation.

**B.** It shall be the responsibility of the Chief of Police or his designee, to manage the grievance process for departmental personnel.

**C.** A written grievance shall include the following information:

- 1.** A statement of the grievance and the facts upon which it is based.
- 2.** An allegation of the specific wrongful act and harm done; and

3. A statement of the remedy or adjustment sought.
- D.** A preprinted grievance form is provided for employees covered under the contract with the New Canaan Police Union, Local 1575. The form is readily obtainable from union representatives. The form contains spaces for the date and description of the wrongful act, article/sections of the contract allegedly violated, and the action taken at each step of the appeals process.
- E.** As the written grievance proceeds through the various steps of the process outlined in section III,A of this general order, each person receiving the grievance shall:
1. Acknowledge receipt of the grievance by noting the time, date, and the name of the person receiving the grievance.
  2. Analyze the facts or allegations.
  3. Affirm or deny, in writing, the allegations.
  4. Identify the remedy or adjustments, if any, to be made.
  5. Respond and process the grievance in a timely manner as stipulated within the Collective Bargaining agreement.
- F.** The procedures to be used when appealing decisions made during the grievance process, are detailed in the Collective Bargaining Agreement.
- G.** The president of the police union shall be responsible for the maintenance and control of all grievance records. In addition, the Chief of Police shall maintain a file containing grievances presented.
- H.** The Chief of Police shall conduct an annual analysis of the grievances filed by departmental personnel in order to identify trends and causative factors. If a trend is discovered, steps may be taken to minimize the causes of said grievances in the future.

**IV DISTRIBUTION**

This general order will be reproduced and a copy given to all personnel directly involved. It will be placed in locations throughout the department so that it is easily accessible to all personnel. The contents of this general order will be reviewed with all personnel by their supervisors.

**V EFFECTIVE DATE**

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

Per Order

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Edward J. Nadriczny  
Chief of Police