

CHAPTER 25
GRIEVANCE PROCEDURES

The Hattiesburg Police Department guarantees to all employees fair and equitable treatment in all aspects of personnel administration by providing a uniform, grievance procedure and a subsequent appeals process for unresolved grievances. Sworn and Non-sworn personnel may have representation present during the grievance and appeal procedure if they desire. Employees are responsible for providing their own representation. If the employee chooses to have an attorney present, they must understand that the rules of court do not apply to the grievance process and that the attorney is not a participant in the process.

- A. The grievance procedure is designed to:
1. Resolve the grievance, in an equitable and timely manner, to avoid bias and unfair employment practice.
 2. Settle the grievance informally at the lowest management level whenever possible.
 3. Correct, if appropriate and possible, the cause of the grievance to prevent future similar complaints.
 4. Assure fair and equitable treatment of all employees and to promote harmonious relations, generally among employees, supervisors and administrative staff
 5. Afford the aggrieved party all the applicable safeguards of procedural due process.
 6. Guarantee that an employee who files a grievance is free from reprisal.
- B. Administration of the grievance procedure shall be conducted through the Internal Affairs Office. The Internal Affairs Office will maintain records and provide a yearly analysis of grievances. All copies of grievances and responses shall be forwarded to the IA Office upon resolution of the grievance.
- C. The following issues are grievable through the grievance procedure.
1. Non-sworn disciplinary actions resulting in dismissals, demotions and suspensions.
 2. Application of personnel policies, procedures, rules, regulations, ordinances and statues.
 3. Acts of reprisal against an employee for using the grievance procedure.

4. Complaints of discrimination on the basis of race, color, creed, political affiliation, religion, age, handicapped condition, national origin or sex.
- D. The following issues are not grievable through the grievance procedure.
1. Issues, which are pending or have been concluded by direct appeal through administration of judicial procedures.
 2. Relocation or transfer of employees.
 3. Temporary work assignments.
 4. Budget and organizational structure, including the number of or assignment of employees or positions in any organizational unit.
 5. Performance standards and performance elements established as criteria for performance appraisal.
 6. The selection of an individual by the appointing authority to fill a position through promotion, transfer, demotion or appointment unless it is alleged that selection is in violation of policy or Civil Service rules.
 7. Internal security practices established by the appointing authority, CAO, Chief of Police or their designee.
 8. Termination or layoff from duties because of lack of work reduction of the work force or job abolishment.
 9. The content of published City or department Policy
 10. An action by the City pursuant to federal or state law.
 11. Establishment and revision of the compensation plan, position classification or general benefits.
- E. Grievances consist of a written statement of the grievance, the facts upon which it is based, the harm done, and the relief sought.
- F. The grievance procedure is a step-structured time limited process. The time limits may be extended with the written consent of the parties involved. The grievance procedure steps are:
1. Supervisor: To grieve any action other than a suspension, pay reduction, demotion or termination~ an employee shall submit their concerns in writing to the appropriate supervisor within three (3) working days of the action(s) causing those concerns. The supervisor will meet with the employee within

three (3) working days of receiving the grievance and respond in Writing within three (3) days of that meeting. If the grievance is not resolved, the supervisor shall forward all documents through the chain of command to the Chief of Police.

2. Chief of Police: An employee may further grieve an issue that has received an unacceptable written response from their supervisor. That further grievance must be submitted in writing within three (3) working days of the supervisor's written response. The Chief of Police will meet with the employee and respond in writing within three (3) days of that meeting.
3. Mayor / Chief Administrative Officer: Any grievance may be continued by submitting it in writing to the Mayor within three (3) working days of receiving a response from the Chief of Police. In cases where the Mayor is unavailable, the Chief Administrative Officer may be designated to hear the grievance. The Mayor or the CAO will meet with the aggrieved employee within three (3) working days of receiving the grievance and respond in writing within five (5) working days of that meeting.