



Maryland-National Capital Park Police
Prince George's County Division



DIVISION DIRECTIVE

TITLE GRIEVANCE PROCEDURES		PROCEDURE NUMBER PG312.0	
SECTION Duties & Responsibilities	DISTRIBUTION A	EFFECTIVE DATE 03/14/08	REVIEW DATE 05/01/21
REPLACES PG312.0 "Grievance Procedures", issued 03/01/04			
RELATED DIRECTIVES PG1500	REFERENCES CALEA 22.4.1	AUTHORITY <i>S.R. Johnson</i> Chief Stanley R. Johnson	

I. PURPOSE

The directive establishes general guidelines for the coordination of the grievance process by the Park Police Division Chief.

II. POLICY

- A. It is the Division's policy to ensure that the confidentiality of all grievance records with the Division's jurisdiction will be protected and preserved, and that access to them will be carefully controlled. The Office of the Division Chief and the Human Resources Section shall be responsible for the security and control of all grievance files.
- B. The Division believes strongly that good management recognizes the grievance process as a valuable method to help reduce personnel dissatisfaction, improve morale, and identify problems in the Division.

III. RESPONSIBILITIES

- A. The Park Police Division Chief shall coordinate grievance procedure, and the Human Resources Section shall maintain copies of all grievances filed within this Division, whether sworn or non-sworn

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personnel. Grievance files shall be maintained and secured with the Office of the Division Chief.

- B. The Park Police Division Chief will coordinate the Division's response to grievances filed at the Division level, to ensure that they are handled in the accordance with the grievance procedures outlined in collective bargaining agreement affecting the Division's sworn and non-sworn personnel, and in the Commission's Merit System Rules and Regulations.

- C. It will be the responsibility the Park Police Division Chief, or designee to analyze grievances annually. If through analysis, the Park Police Division Chief observes a trend in filed grievances, steps may be taken to minimize the causes of such grievances.

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