

**POLICE DEPARTMENT
BALTIMORE, MARYLAN
AND
BALTIMORE CITY LODGE NO. 3
FRATERNAL ORDER OF POLICE, INC.**

GRIEVANCE FORM

In accordance with the Grievance Procedure, if an employee desires to process a grievance to the Second Step, this form shall be completed and given to their District/Unit Commander. See Instruction Sheet.

STEP 2 STEP 3 - FOP SPECIAL PROVISION PERSONNEL SERVICE BOARD

(Check only one of the above)

1. State generally the substance of the grievance. Give the date or dates of each occurrence and list the person or persons you believe to be involved.

SEE ATTACHED FORM

2. When was this grievance presented to your immediate supervisor and what is his name? (If the grievance has not been presented to your immediate supervisor, the Department may not consider it.)

3. What was your supervisor's reply?

4. - What remedy do you seek?

5. Signatures:

Employee

FOP Lodge Representative(s)

- I do wish
representation by the FOP

- I do not wish

(Employee Initials)

PERSONNEL SERVICE BOARD

In accordance with the provisions of the Collective Bargaining Agreement between the Baltimore Police Department and the Baltimore City Lodge No. 3, Fraternal Order of Police, Inc., and Article 4, Section 16, of the Code of Public/Local Laws of Baltimore City, if the grievance has not been resolved in Step 1, an aggrieved employee may request within five (5) calendar days after conclusion of Step 1, that the grievance be submitted to the Personnel Service Board. A request to have a grievance processed by the Personnel Service Board shall be deemed a waiver of any further rights to have the grievance processed through Steps 2-4 of the Grievance Procedure contained in the Collective Bargaining Agreement between the Department and the F.O.P.

I hereby request that this grievance be forwarded to the Personnel Service Board (see General Order Q-4, 19-83, "Personnel Service Board").

Date Signature of Employee

Signature FOP Representative Notified Date/Time

Personnel Service Board will respond by separate correspondence, with copy to Director of Personnel.

6. Date Referred: _____

Received: _____
Signature District/Unit Commander Date/Time

Meeting held on _____
Date/Time Initials of Participants

7. Disposition by District/Unit Commander:

Date Signature of District/Unit Commander

- [] I accept the decision of my District/Unit Commander and desire no further action be taken concerning the grievance.
- [] I do not agree with the decision of my District/Unit Commander, but do not desire any further action be taken concerning the grievance.
- [] I do not agree with the decision of my District/Unit Commander and desire the grievance be referred to Step 3 of the Grievance Procedure.

Date Signature of Employee

Signature of F.O.P. Representative(s)

STEP 3

SPECIAL PROVISION - STEP 3

In accordance with the provisions of the Collective Bargaining Agreement between the Baltimore Police Department and the Baltimore City Lodge No. 3, Fraternal Order of Police, Inc., the aforescribed grievance affects a significant number of employees in more than one district and/or section.

Date

Signature of F.O.P. Representative

1. The Grievance is hereby referred to:

Chief/Director of _____

Date Referred: _____ Received - Office of Chief/Director of _____

Signature Date/Time

2. Meeting held on _____
Date

Initials of Participants

3. Disposition by Chief/Division Director:

Date

Signature of Chief/Division Director

[] I accept the decision of my Chief/Division Director and desire no further action be taken concerning the grievance.

[] I do not agree with the decision of my Chief/Division Director, but do not desire any further action be taken concerning the grievance.

[] I do not agree with the decision of my Chief/Division Director and desire the grievance be referred to Step 4 of the Grievance Procedure.

Date

Signature of Employee

Signature of F.O.P. Representative(s)

STEP 4

1. The grievance is hereby referred to the Police Commissioner or his designee.

Date Referred: _____

Received Office of Police Commissioner by _____
Signature Date/Time

2. Meeting held on _____
Date Initials of Participants

3. Disposition

Date Signature of Police Commissioner or Designee

I hereby acknowledge receipt of the Police Commissioner's final decision concerning this grievance.

Date Signature of F.O.P. Representative(s)

4. This Grievance Procedure provides for advisory arbitration as a fifth step if the decision of the Police Commissioner does not satisfactorily resolve this grievance. Written notice to initiate arbitration must be sent to the Police Commissioner and the Labor Commissioner within ten (10) working days of the completion of Step 4.

I acknowledge receipt of the Police Commissioner's final decision and:

- [] I accept the decision of the Police Commissioner and desire no further action be taken concerning the grievance.
[] I do not agree with the decision of the Police Commissioner, but do not desire to seek arbitration.
[] I do not agree with the decision of the Police Commissioner and request the Lodge proceed to arbitration subject to the approval of the Board of Directors of F.O.P. Lodge No. 3 or their designee.

Date Signature of Employee

Signature of F.O.P. Representative(s)

