

**POLICE DEPARTMENT
BALTIMORE, MARYLAND
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, this form shall be completed and given to their District/Unit Commander. If the member wishes representation by the FOP, please forward to the appropriate District Representative.

☐ **Step 1** ☐ **Step 2 – FOP Special Provision** ☐ **Personnel Service Board**

(Check only one of the above)

Signatures

Employee

FOP Lodge Representative(s)

☐

I do wish Representation by the FOP

Assigned Grievance Number: **(to be completed by Rep)** _____

☐

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.

Date

Signature of Employee

Signature FOP Representation Notified

Date/Time

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

Step 1

1. Date Referred: _____

Meeting held on: _____
Date/Time Participants

2. Disposition by District/Unit Commander:

To be written on separate document.

Please check the applicable box and sign below based on the Step 1 response

☐

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 2 of the Grievance Procedure.

Date

Signature of Employee

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

SPECIAL PROVISION – STEP 2

In accordance with the provision 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, section or unit.

Date

Signature of F.O.P. Representative

Step 2

1. The Grievance is hereby referred to:

Chief/Director: _____

Date Referred: _____

2. Meeting held on _____
Date Participants

3. Disposition by Chief/Director:

To be written on separate document.

Please check the applicable box and sign below based on the Step 2 response

☐

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

☐

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

☐

I do not agree with the decision of my Chief/Director 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

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

Date Referred: _____

2. Meeting held on: _____
Date/Time Participants

3. Disposition:

To be written on separate document.

4. This Grievance Procedure provides for binding arbitration as a fourth 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) business days of the completion of Step 4.

Please check the applicable box and sign below based on the Step 1 response

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 any further action be taken concerning the grievance.

☐

I do not agree with the decision of the Police Commissioner and desire the grievance be referred to Step 4 of the Grievance Procedure (Arbitration).

Date

Signature of Employee

Date

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

Narrative

(to be completed by the member alleging a grievance)

Describe in detail the circumstances of this grievance. *(if more room is needed, please use a new document)*

Narrative should include whether the member brought the issue to the attention of their immediate supervisor, when was this done, and how and if they responded. Narrative should further include dates, times, specific actions that caused the member to be aggrieved, and any other relevant information that will help with the issue.