



<b>University of Pennsylvania Police Department</b> 4040 Chestnut Street, Philadelphia, Pa 19104		 
<b>Directive:</b> 43	<b>Subject:</b> Grievance Procedures	<b>Effective Date:</b> 05/26/1998
<b>Order of:</b> Gary Williams, Chief of Police		<b>Amended Date:</b> 08/01/2023

**I. Purpose**

It is the purpose of this directive to provide guidelines whereby University of Pennsylvania Police Department (UPPD) employees may resolve disputes or complaints concerning the terms or conditions of their employment.

**II. Policy**

Whenever an employee of the UPPD believes that he/she has been treated unfairly with regard to the terms and conditions of his/her employment, he/she may initiate proceedings as specified in this directive in order to resolve those matters.

**III. Scope**

This directive shall affect all UPPD employees.

**IV. Procedures**

A. Grievance Procedures

1. For sworn unionized personnel, refer to the appropriate article of the Collective Bargaining Agreement (CBA) between the Penn Police Association and the Trustees of the University of Pennsylvania.
2. For all non-unionized members, whether sworn or non-sworn, refer to University Policy No. 620, "Staff Grievance Procedure" and the Grievance Procedure Manual.

B. Coordination of Grievance Procedures

1. The manager of the Division of Human Resources/ Department of Staff and Labor Relations is responsible for the overall coordination of grievance procedures and for the maintenance

and control of grievance records. The records will be kept confidential in accordance with University Policy No. 201, "Confidentiality of Records."

2. Copies of all grievances submitted by sworn unionized personnel (and associated paperwork) shall be maintained in a secured file located within the office of the Chief of Police.

C. Annual Analysis

1. The Chief of Police or designee will conduct an annual analysis of the grievances filed by UPPD employees. If through analysis the Chief of Police or designee observes a trend in filed grievances, steps may be taken to minimize the causes of such grievances in the future.

D. Compliance

Violations of this directive, or portions thereof, may result in disciplinary action.

E. Officers Assigned to Other Agencies

Officers of this department assigned to or assisting other law enforcement agencies will be guided by this directive.

F. Application

This directive constitutes departmental policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law. Violations of policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.