



<b>GRIEVANCE PROCEDURES</b>		
<b>new:</b> ✓ rescinds: 16.1 ✓ amends: All previous		<b>cross-reference:</b>
<b>effective date:</b> September, 2011	<b>amend date:</b> February, 2020	<b>accreditation standards:</b> NYSLEAP Standard(s): 16.1

**I. PURPOSE**

The purpose of this General Order is to establish and describe the grievance policies and procedures for the office employees.

**II. POLICY**

It is the policy of the Tompkins County Sheriff's Office to adhere to the grievance procedures set forth in the article(s) of the Tompkins County Deputy Sheriff's Association contract. *See attached article(s) which refer to Grievance Procedures.*

**III. MAINTENANCE OF RECORDS**

The Human Resources Department shall be responsible for maintaining records of grievances filed by employees. Records shall be stored in a secure area for future reference and analysis.

**IV. COORDINATION OF PROCEDURES**

The Human Resources Department shall be responsible for managing and coordinating grievance procedures.

**V. ANNUAL REVIEW**

The Sheriff shall cause a review to be conducted, on an annual basis, of all grievances filed during the previous calendar year. Recurring grievance problems will be noted and the Sheriff will take the appropriate actions necessary to minimize the causes of such grievances in the future.

By Order Of

A handwritten signature in black ink, appearing to read "Derek Osborne".

Derek Osborne  
Sheriff