

Rev 10/06		1. GRIEVANCE NUMBER	
GRIEVANCE FORM		B-999	
2. NAME AND RANK OF GRIEVANT/SPOKESPERSON		3. <input type="checkbox"/> IF GROUP GRIEVANCE, CHECK BLOCK & LIST NAMES BELOW	
Tpr. John Doe			
4. TROOP/BUREAU	5. STATION/DIVISION	6. NAME OF REPRESENTATIVE (IF ANY)	
Troop B	Anywhere	Cpl. Dave Thomas	
7. TYPE OF GRIEVANCE (CHICK ONE)		8. DATE OF ALLEGED CONTRACTUAL VIOLATION OR WHEN YOU BECAME AWARE OF SAME/OR DATE ACKNOWLEDGEMENT OF PENALTY TO BE IMPOSED	
<input type="checkbox"/> CONTRACT INTERPRETATION <input checked="" type="checkbox"/> APPEAL DISCIPLINE		10/10/06	
9. ALLEGED VIOLATION: CITE SPECIFIC CONTRACT PROVISIONS. IF DISCIPLINE-CITE ARTICLE XXVIII (DISCIPLINE)			
Article 28 - Discipline			
10. DETAILS-FULLY EXPLAIN ALLEGED VIOLATIONS / FOR DISCIPLINE SEE INSTRUCTION SHEET			
<p>On 10/10/06, I was issued a Notice of Disciplinary Penalty for alleged violations of FR 1-2.23(Use of Department Vehicles). The penalty imposed was a 1-day suspension without pay.</p> <p>The penalty was the result of an investigation that alleged I used an unmarked vehicle while off-duty, to attend a birthday party.</p> <p>The alleged date of the infraction was 02/12/06, and I was issued a Notification of Inquiry on 02/28/06. I was issued a D.A.R. on 07/19/06. The issuance of the D.A.R. was in excess of the 120 calendar day statute of limitations.</p> <p style="text-align: center;">SAMPLE</p>			
11. LIST OF ATTACHMENT/COPY D.A.R., RESPONSE LETTER, ETC.			
1] Notice of Inquiry 2] D.A.R 3] Summary Report of Personnel Investigation 4] Notice of Disciplinary Penalty			
12. LIST OF WITNESSES/NAME AND RANK			
13. SUGGESTED REMEDY:			
Reduce the penalty to a written reprimand. Reimburse me for any lost wages, benefits, etc.			
14. NAME AND RANK OF GROUP GRIEVANCE MEMBERS (EACH NAME MUST BE INITIALED)			
15. SIGNATURE OF GRIEVANT/SPOKESPERSON		16. DATE FILED	

STEP -1-

IF DISCIPLINE, SUBMIT DIRECTLY TO STEP -2-

17. RESPONSE TO CONTRACTUAL INTERPRETATIONS ONLY

GRIEVANCE WAS RECEIVED _____ AND IS AFFIRMED DENIED

18. SIGNATURE (TROOP C.O./ BUR. DIR.)

DATE MEETING HELD

19. SIGNATURE

DATE:

CHECK TO APPEAL TO NEXT LEVEL

NOTICE: MUST BE POSTMARKED WITHIN 5 DAYS FROM RECEIPT OF FIRST STEP RESPONSE

CHECK APPR. BLOCK

20. GRIEVANCE SUMMARY FORM COMPLETE

YES NO

21. PSTA REPRESENTATIVE NOTIFIED

YES NO

22. PSTA REPRESENTATIVE PRESENT

YES NO

DISCIPLINE ONLY

23 GIVEN OPPORTUNITY TO REVIEW INFORMATION USED FOR D.A.R.

YES NO

DATE:

24. RIGHTS EXPLAINED:

YES NO

25. REASON FOR APPEAL*

EXCESSIVE PUNISHMENT FACTUAL DISPUTE

26. SIGNATURE

DATE:

27. STEP NO. 2 GRIEVANCE COMMITTEE ACTION

DATE MEETING HELD

GRIEVANCE BOARD ACTION

28. STEP NO. 3 ARBITRATION

DATE HEARING SET

LOCATION

ARBITRATOR ASSIGNED

DECISION RENDERED: