



Alexandria Police Department
Directive 4.6



PERSONNEL PRACTICES

Effective Date: 01-07-2009

Replaces: 4.6 (10-17-1997); Chiefs Memos 92-47 and 92-49.

Changes: Treat as New

Review Date: 2012

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4.6.01 PURPOSE

The purpose of this directive is to consolidate *multiple* policy statements on topics related to Personnel Practices under this directive heading. Commanders will remove the above Chiefs memos from their files as they have been updated and are included in this directive.

4.6.02 GRIEVANCE PROCEDURES

While commanders are generally not involved in the resolution of grievances at this step, their participation may, at some point, be required.

Commanders shall ensure every effort is made to resolve grievances at Steps 1 or 2 (the employee's immediate supervisor is usually the hearing officer at these steps). In the past, supervisors have frequently written, "cannot be handled at my level" for the Step 2 grievance response. While supervisors may not reduce a disciplinary action signed off by the Chief of Police, supervisors shall review the grievance and may discuss the grievance with the Chief of Police in an attempt to resolve it. Documentation of efforts to resolve grievances at Step 1 or 2 shall be noted on the grievance form, or if necessary, a separate memorandum attached to the grievance file forwarded for Step 3 consideration.

4.6.03 FOR CAUSE TESTING OF EMPLOYEES FOR THE PRESENCE OF DRUGS AND/OR ALCOHOL

- A. The purposes of this section is to emphasize the section of City Administrative Regulation 6-30 pertaining to “For Cause” testing of employees, and to implement a procedure for notification of certain officials prior to such testing.
- B. All supervisors and commanders should have received training on procedures to be followed in accordance with AR 6-30. It is important that you adhere to those procedures, particularly in the case of “For Cause” testing. Section III.D.1 specifically requires that, before such testing can be initiated, approval must be granted by the Department Head and the Personnel Services Director.
- C. The following notification procedures will be followed in all cases where “For Cause” testing is being requested.
 - 1. The person requesting the authority to initiate the testing will notify the on-duty commander. The commander will then initiate contact with the following personnel, in descending order, until contact is made:
 - a. Chief David P. Baker
 - b. Commander of Internal Investigations Section
 - 2. Since time is a critical factor in the testing process, supervisors and commanders must have an alternate notification process in case none of the designated representatives named in Section 1 can be contacted within a reasonable period of time (not to exceed 20 minutes). In such a case, commanders will refer to the Succession of Command for the Police Department, as specified in Police Directive 1.3, Organization.
 - 3. “The persons named above have received additional guidelines to assist personnel encountering a “For Cause” testing situation. During this initial discussion, they will ensure compliance with AR 6-30 before giving tentative authorization for the testing.
 - 4. If one of the above named contact persons authorizes testing, final authorization can only be granted by a designated representative of the Personnel Services Department. The Chief of Police, or other designated person in Section 1, will determine who will initiate contact with the Personnel Services representative, and will have access to the necessary phone numbers.

- D. Even though this department has ready access to a Breathalyzer, the City's position is that laboratory testing is necessary in every case, because of the possibility of multiple drug use that might not be detected during a Breathalyzer test.

By Authority Of:

David P. Baker
Chief of Police