

**COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK**

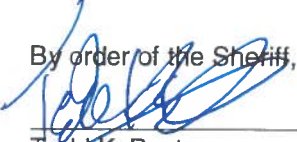
GENERAL ORDER MULTI BUREAU	DATE OF ISSUE February 9, 2022	EFFECTIVE DATE February 9, 2022	NO. 091-22
SUBJECT: GENERAL ORDER Maintenance of Grievance Records		DISTRIBUTION All Personnel	AMENDS
REFERENCE: NYSLEAP 16.1			RESCINDS 091-15

Purpose: To establish procedures for the maintenance and control of grievance records.

Policy: All grievance procedures shall be conducted in accordance with current collective bargaining agreements. Employees shall be afforded all rights provided under the applicable agreement.

I. Coordination and Maintenance of Grievance Procedures

- A. The grievance process exists for full time employees of the Monroe County Sheriff's Office who are covered by union membership, and is controlled by the language of their various Collective Bargaining Agreements.
- B. The Sheriff's Counsel and/or Legal Assistant shall be responsible for the maintenance and the process of the grievance from inception to arbitration on behalf of the Sheriff.
- C. The Sheriff's Counsel and/or Legal Assistant shall be responsible for the Security of all grievance records.

By order of the Sheriff,


Todd K. Baxter