

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Grievance Response		CHAPTER/SECTION NO.: 17.5	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>**See Master File</u> Sheriff	
STANDARD NUMBER: 25.1.1			

17.5 Procedure

- 17.5.1 The following procedure shall be followed in responding to grievances by the authority receiving the grievance and responsible to make a determination:
- A. Acknowledge receipt of the grievance by noting time, date, and person receiving the grievance. This acknowledgment can be on the front page of the grievance or by separate document.
 - B. Analyze the facts or allegations of the grievance.
 - C. Affirm or deny, in writing, the allegations in the grievance.
 - D. Identify the remedy or adjustments, if any, to be made.