

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Grievance Records		CHAPTER/SECTION NO.: 17.9	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES:		APPROVED: <u><b>**See Master File</b></u> <b>Sheriff</b>	
STANDARD NUMBER: 25.1.2			

## 17.9 Policy

- 17.9.1 Maintenance and control of grievance records shall be as follows:
- A. A copy of grievance related records shall be compiled by the Chief Deputy, for the Sheriff, and the Director of Human Resources.
  - B. A file shall be maintained on all grievances by the Department of Human Resources.
  - C. Access to these files will be limited to the employee, their designated representative, their supervisors and the Director of Human Resources.