

 ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 30.03 -		DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 3
ORDER TITLE COLLECTIVE BARGAINING	SERIES NO. 30	SERIES TITLE / SUBJECT PERSONNEL PROCESS	
TOPICS / REFERENCE AFSCME Local #1058, Contract, PBPA Unit #6, Unions		APPENDICES NONE	
EFFECTIVE / ORIGINAL ISSUE DATE June 1, 2005	REISSUE/ EFFECTIVE DATE March 16, 2011	EXPIRATION DATE This order remains in effect until revised or rescinded	
CALEA (5th Edition Standards) 24.1.1 • 24.1.2			

POLICY

It is the policy of the Rockford Police Department to participate with the City of Rockford elected and appointed officials in the collective bargaining process, recognize bona fide bargaining units representing Department employees, and participate in the bargaining process in “good faith.”

PURPOSE

The purpose of this General Order is to establish Department policy, procedures and guidelines for the collective bargaining process. If any part of a General Order is in conflict with any Collective Bargaining Agreement or the Illinois Public Labor Relations Act, **5 ILCS Act 315**, the Collective Bargaining Agreement and/or Act will prevail.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This General Order is comprised of the following numbered sections.

- I. OFFICIALLY RECOGNIZED BARGAINING UNITS**
- II. DEPARTMENT ROLE**
- III. COMMITMENT**
- IV. REVIEW AND DISSEMINATION**
- V. EFFECTIVE DATE**
- VI. REVIEWS, REVISIONS AND CANCELLATIONS**

I. OFFICIALLY RECOGNIZED BARGAINING UNITS

- A.** Officially recognized bargaining units representing Department employees are:
 1. Police Benevolent and Protective Association (P.B. & P.A.) Unit #6, representing sworn personnel below the rank of lieutenant.
 2. American Federation of State, County and Municipal Employees (A.F.S.C.M.E.) Local #1058, representing certain non-sworn employees.

II. DEPARTMENT ROLE

- A.** The City of Rockford, Office of the Mayor, or their designee, is responsible for negotiating with collective bargaining units and will determine who will act as the principal negotiator.
- B.** Members of the Department's command staff will participate as instructed by the Mayor or their designee.
- C.** The Department will, when necessary, and required by law and/or ordered by the Mayor or his designee, furnish information requested by either Union for collective bargaining.

III. COMMITMENT

- A.** In accordance with the Illinois Public Labor Relations Act, **5 ILCS Act 315**, the Rockford Police Department, City of Rockford representatives, and the respective bargaining units will participate in negotiations based on the principle of "good faith" bargaining.
- B.** The Department will abide by the procedures and ground rules established at the commencement of the collective bargaining process and continue to abide by them throughout the process.
- C.** The Department is committed to abide, in both "letter and spirit," by the collective bargaining agreement that is signed by representatives of the City and bargaining unit representatives and ratified by the bargaining unit and City Council.
- D.** In no case will reprisals be sought against anyone, regardless of rank or position, who may be lawfully engaged in the collective bargaining process.

IV. REVIEW AND DISSEMINATION

- A.** When a negotiated labor agreement is ratified by all parties, the Chief of Police, or his designee, will:
 - 1. Obtain a written and signed copy of the agreement for review.
 - 2. Begin a review of written directives and procedures and amend them, if necessary, to coincide with the terms of the labor agreement.
 - 3. Review information relative to the new labor agreement with all supervisory personnel of bargaining unit employees, and with any clerical support personnel having duties that may be affected by the new labor agreement.
 - a. This may be done in several ways, including the distribution of copies of the agreement to supervisors and affected clerical support personnel and/or through discussion of the agreement at staff meetings.

V. EFFECTIVE DATE

- A.** The Department's policy on Collective Bargaining became effective on June 1, 2005.

VI. REVIEWS, REVISIONS AND CANCELLATIONS

- A.** This General Order will be reviewed each **March** by the **Deputy Chief of Administrative Services Bureau** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order **10.01 – Written Directives**.
- B.** This order is a revision of and supercedes General Order **30.03 – Collective Bargaining** issued June 1, 2005.
- C.** Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Administrative Services Bureau**.

BY ORDER OF

Chet Epperson
Chief of Police