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Court Security Officers

Sec. 6-32c-1. Advertising of available positions

The personal division of the department of administrative services shall prepare and distribute a public announcement describing and advertising available positions in the class of court security officer. The class shall require one (1) year experience in work involving security of persons or premises. An associate's degree in criminal justice may be substituted for one (1) year experience. Placement of and payment for advertisements shall be the responsibility of the sheriffs advisory board, the mode shall be determined by the personnel division.

(Effective June 3, 1982)

Sec. 6-32c-2. Method to determine candidates' qualifications

(a) The examination will be conducted by the personnel division and a list of eligible candidates forwarded to the administrative officer assigned to assist the sheriff's advisory board. The administrative officer shall be responsible for maintaining the list and reporting to the personnel division the status of each eligible candidate, and will note the date of each appointment, or will advise the division as to the reason an eligible candidate was not chosen.

(b) Medical examinations shall be arranged by the administrative officer.

(c) A character investigation will be conducted to ensure that candidates, eligible for appointment, do not have a prior criminal record nor pending criminal violation related to the position of court security officer. This investigation will be carried out through the municipal police (town of residence), department of motor vehicles, office of the state's attorney and the military (if applicable).

Investigations will be conducted by the state police of each respective county. The results of the character investigation will be reported to the administrative officer.

(d) Each eligible candidate appointed a court security officer shall be required to successfully complete not less than 80 hours of training prior to the assumption of his duties. This will be composed of ten (10) eight (8) hour days divided between the department of corrections and the Meriden police training center. Failure to complete the prescribed training program shall preclude appointment.

(e) The high sheriff of the county is the appointing authority who shall report to the administrative officer the status of each vacancy.

(Effective June 3, 1982)

Sec. 6-32c-3. Grievance procedure

(a) **Definition.** A grievance is defined as, and limited to, a written complaint involving a dispute concerning hours of work, conditions of employment or disciplinary actions. Court security officers may be discharged for cause as defined by the General Statutes.

(b) **Format.** A grievance shall be filed on forms supplied by the department of administrative services which specify:

- (1) the facts,
- (2) the issue,
- (3) the date of the violation alleged,
- (4) the specific controlling provision,
- (5) the relief sought,
- (6) signature line for grievant and respondent.

Any grievance may be amended up to an including step II of the procedure provided the factual basis is not altered.

(c) The grievance procedure outlined herein is designed to assist resolution of complaints at the lowest possible level of the procedure. It is urged that all parties attempt informal resolution of all disputes to avoid the formal procedures.

(d) A grievance shall be deemed waived unless submitted at step I within fifteen (15) days of the alleged violation.

(e) **The grievance procedure.** Step I. A grievance must be submitted within the fifteen (15) day period specified in section 6-32c-3(d) to the high sheriff of the county in which the grievant is employed. Within fourteen (14) days after receipt of the grievance, a meeting will be held with the employee and a written response issued within seven (7) days, thereafter.

Step II. If the response at step I does not resolve the grievance, the grievance may be appealed to the director of personnel and labor relations within seven (7) days of the date of step I response. The director of personnel and labor relations or designee shall hold a conference within thirty (30) days of receipt of the grievance, and issue a written response within fifteen (15) days of the conference.

(f) The director of personnel and labor relations' decision shall be binding on all parties.

(g) Complaints involving alleged discrimination shall be referred to the commission on human rights and opportunities for review and resolution.

(Effective June 3, 1982)