



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 318 – Labor Relations Committee

Office with Primary Responsibility:	COP	Effective Date:	July 24, 2015
		Prior Revision Date:	July 31, 2010
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, STC, MCC, SSB	Number of Pages:	2
Forms Referenced in Procedure:	None	Related Procedures:	None

.01 INTRODUCTION

This procedure establishes the responsibilities of the Labor Relations Committee and guides members in the proper method for submitting reports on issues they request to be reviewed by the Labor Relations Committee.

.02 LABOR RELATIONS COMMITTEE

- A. The Collective Bargaining Agreement (CBA) establishes a Labor Relations Committee, hereafter, referred to as the Committee.
- B. The Committee meets as necessary and makes recommendations to the Chief of Police.
- C. The Committee consists of four (4) members appointed for one (1) year terms;
 - 1. Two (2) members are appointed by the Chief of Police;
 - 2. Two (2) members are appointed by the San Antonio Police Officer's Association;
 - 3. Vacancies are filled by the appointing party for the balance of the vacant term; and
 - 4. The Chairmanship of the Committee shall rotate once every 3 months.
- D. The Committee hears issues including, but not limited to the following working conditions:
 - 1. Safety and specifications for equipment;
 - 2. Discipline;
 - 3. Departmental policies and procedures; and
 - 4. Other areas of common officer interest.
- E. The Committee also serves as the Equipment Advisory Committee for the purpose of reviewing specifications, all testing & evaluations (T&E), and making recommendations to the Chief as to the purchase of all police-related equipment.
 - 1. Officers wishing to request testing & evaluation (T&E) be completed on any police-related equipment shall route a completed LRC T&E Form #1-LRC T&E through their chain of command, to the Office of the Chief;
 - 2. LRC are the only department members authorized to represent the department to potential vendors.
- F. In its role as the Equipment Advisory Committee, the Committee investigates incidents where members report city equipment as lost, stolen, or damaged.
 - 1. Upon completion of an investigation, the Committee makes a determination as to the cause of the loss and/or damage and to what extent the member is financially responsible.



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2. The Committee shall forward its findings and recommendations to the Chief of Police who shall make a final determination.
3. The Chief may forward any findings of member misconduct to the Internal Affairs Unit for a formal investigation.

.03 SUBMITTING REPORTS ON ISSUES TO THE COMMITTEE

- A. Any member desiring to have the Committee review an issue or coordinate testing & evaluation of equipment submits a written report to one (1) of the following offices:
 1. The Office of the Chief; or
 2. The Office of the President of the San Antonio Police Officer's Association.
- B. Copies of written reports from members received in the Office of the Chief shall be forwarded to the Office of the President of the San Antonio Police Officer's Association within five (5) working days.
- C. The Office of the Chief shall forward reports received directly from members or received from the San Antonio Police Officer's Association to the Chairman of the Committee.

.04 RESPONSIBILITIES

- A. Labor Relations Committee
 1. Receives and discusses issues submitted by members;
 2. Investigates incidents of lost, stolen, or damaged equipment;
 3. Presents written recommendations on issues and incidents of lost, stolen, or damaged equipment to the Office of the Chief; and
 4. Routes copies of recommendations to the San Antonio Police Officer's Association and the Office of the City Manager, via the Office of the Chief.
- B. Chief of Police
 1. Responds to the Committee's recommendations in writing within fourteen (14) calendar days;
 2. Routes copies of the Chief's responses to the San Antonio Police Officer's Association and the Office of the City Manager; and
 3. Forwards findings relating to lost, stolen, or damaged equipment to the division commander in charge of the division where the officer reporting the lost, stolen, or damaged equipment is assigned.
- C. Division Commanders
 1. Review findings relating to lost, stolen, or damaged equipment; and
 2. Determine whether cases involving lost, stolen, or damaged equipment should be sent to the Internal Affairs Unit for investigation of officer misconduct.