

	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 01/01/03	STANDARD OPERATING PROCEDURE	Revised Date: 02/08/07
Chief of Police: 	Collective Bargaining, 24.1	
Cross Reference: 5 ILCS 3151/1 et seq.		Policy Sections: 24.1.1 Department Role 24.1.2 Labor Agreements

PURPOSE

The purpose of this policy is to establish guidelines for the collective bargaining process.

POLICY STATEMENT

It is the policy of the Elgin Police Department to abide by all legal mandates pertaining to the collective bargaining process.

PROCEDURES

24.1.1 DEPARTMENT ROLE

- A. The role of the Department in collective bargaining negotiations shall be dictated by the City Manager. However, in no case will reprisals be sought against any employee who may be lawfully engaged in the collective bargaining process.
- B. The Department shall furnish necessary information to facilitate settlement of labor disputes. Cooperation with employees who are labor negotiators is essential. It shall be the policy of the Department to cooperate fully during the collective bargaining process, which includes the following:
 1. At the discretion of the City Manager, a Collective Bargaining Team representing management will be assembled for the purpose of engaging in negotiations.
 2. The Collective Bargaining Team for the City of Elgin normally consists of the Director of Human Resources, a Police Department Deputy Chief and Legal council.
 3. The Director of Human Resources is the principle negotiator for the City.
 4. Bargaining units that represent Department personnel include:
 - a. The City of Elgin recognizes the Police Benevolent and Protective Association, Elgin Unit #54, as the representative bargaining unit for the sworn officers below the rank of Sergeant.
 - b. The City of Elgin recognizes Service Employee International Union, Local #73, as the representative bargaining unit for employees of the Communications Section and Community Service Officers.
 5. In accordance with the Illinois Public Labor Relations Act, Illinois Compiled Statutes 5 ILCS 315/1 et seq., the Elgin Police Department, the City of Elgin, and their representatives, shall participate in negotiations based on the principle of "good faith" bargaining. The principle of "good faith" bargaining shall be reflected in written contractual language and carried out in all management-labor relations.
 6. Prior to the initiation of negotiations on substantive issues, ground rules (which shall be

agreed upon and followed by both parties) should be established which include, but are not limited to:

- a. The size and composition of bargaining teams.
 - b. The compensation of official members of the bargaining teams during the bargaining process.
 - c. The procedures governing release of information to third parties during the bargaining process.
 - d. Time schedules and agendas for meetings.
 - e. The method for recording deliberations, if any.
 - f. The methods for introducing issues.
 - g. The methods for resolving conflicts.
- 7. It shall be the philosophy of all supervisory and management personnel to ensure that the terms of authorized agreements are met in spirit as well as through technical compliance.
 - 8. In the event of an impasse, resolution procedures to be used will be in accordance with the Illinois Public Labor Relations Act, Illinois Compiled Statutes 5 ILCS 315/1, et seq. or impasse resolution procedures outlined in the Collective Bargaining Agreement.
- C. Employees of the Elgin Police Department shall not carry out collective bargaining tasks on duty, except when as an assigned duty or as specifically outlined in a Collective Bargaining Agreement.

24.1.2 LABOR AGREEMENTS

When a negotiated labor agreement is ratified by all parties, the Chief of Police, or a designee, will ensure the following:

- A. All collective bargaining agreements shall be in written form and signed by both parties. Copies will be distributed to all effected members of the department.
- B. Those directives necessary to ensure compliance with the collective bargaining agreements will be reviewed and amended as required.
- C. Supervisory and management personnel will be informed of the terms of agreements affecting personnel under their supervision, including modifications of existing agreements.