

# **POLICE DEPARTMENT HANOVER PARK, ILLINOIS**



DIRECTIVE: 132-A

REFERENCE STANDARDS: 24.1.1 24.1.2

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SUBJECT: Collective Bargaining

PURPOSE: The purpose of this order is to describe the Department role in collective bargaining, establish the make-up of the Collective Bargaining Management Team and Employee Team, and negotiation ground rules. This order also provides that all bargaining is done in "good faith" and ensures commitment to abide by the authorized labor agreement.

## **I. DEPARTMENT ROLE IN COLLECTIVE BARGAINING (24.1.1)**

- A. Collective bargaining has become an accepted practice within many police departments. Consequently, the role of the Department is quite important and should be outlined.
  - 1. Role of the Member - Employees of the Hanover Park Police Department, who are also members of a bargaining unit, shall not carry out collective bargaining tasks on duty, except when as an assigned duty or as specifically outlined in a Collective Bargaining Agreement.
  - 2. Role of the Department - The role of the Department in collective bargaining negotiations shall be dictated by the Village Manager.
- 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 Village Manager, a Collective Bargaining Team representing management will be assembled for the purpose of engaging in negotiations. The Collective Bargaining Team will include an attorney appointed by the Village Manager as its principal negotiator. The membership may also be made up of: (24.1.1a)
    - a. One or more non-bargaining unit Police Department employees.
    - b. One or more employees from another department of Hanover Park Village government.

2. Bargaining units that represent Department personnel include: (24.1.1b)
  - a. The Village of Hanover Park recognizes the Metropolitan Alliance of Police as the representative bargaining unit for the sworn officers of the rank of police officer.
3. In accordance with the Illinois Public Labor Relations Act, Illinois Compiled Statutes 5 ILCS 315/1 et seq., the Hanover Park Police Department, the Village of Hanover Park, 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 labor-management relations. (24.1.1c)
4. Prior to the initiation of negotiations on substantive issues, ground rules may be established which include, but are not limited to: (24.1.1d)
  - 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.
  - h. The methods of transcribing and copying costs.
5. It shall be the philosophy of all supervisory and management personnel to assure that the terms of authorized agreements are met in spirit as well as through technical compliance. (24.1.1e)
6. 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 5ILCS 315/1, et seq.

## II. LABOR AGREEMENTS (24.1.2)

- A. When a negotiated labor agreement is ratified by all parties, the Chief of Police, or a designee, will ensure the following:
  1. All collective bargaining agreements shall be in written form and signed by both parties. (24.1.2a)
  2. Those directives necessary to ensure compliance with the collective bargaining agreements will be reviewed and amended as required. (24.1.2b)

3. Supervisory and management personnel will be informed of the terms of agreements affecting personnel under their supervision, including modifications of existing agreements. (24.1.2c)