



Eric Hawkins  
Chief of Police

# ALBANY, NEW YORK

## POLICE DEPARTMENT

165 HENRY JOHNSON BOULEVARD  
ALBANY, NEW YORK 12210



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### COLLECTIVE BARGAINING GENERAL ORDER NO: 2.3.35

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<b>Issuing Authority:</b> Chief Eric Hawkins	

**PURPOSE:** The purpose of this policy is to describe the role of the City of Albany (herein referred to as the Employer) and the Department in the collective bargaining process.

**POLICY:** It is the policy of the Albany Police Department to bargain in “good faith” with established collective bargaining units.

#### I. BARGAINING UNITS

A. The bargaining units representing department employees with which the department will negotiate consist of the following:

1. Albany Police Supervisors Association (APSA), which represents:

a. Lieutenants and sergeants employed by the Police Department of the City of Albany, New York.

2. Albany Police Officers Local Union 2841, and Council 82, American Federation of State, County and Municipal Employees, AFL-CIO, which represents:

a. Police officers and detectives employed by the Police Department of the City of Albany, New York;

b. Communications personnel; and

c. Non-sworn personnel, to include;

i. Account Clerk I (full-time);

ii. Account Clerk I (part-time);

iii. Account Clerk II;

iv. Chauffeur;

v. Clerk I;

vi. Clerk II;

vii. Clerk Typist I;

viii. Clerk Typist II;

ix. Community Aide;

- x.** Animal Control;
- xi.** Associate Computer Network Technician;
- xii.** Data Entry Operator;
- xiii.** Domestic Violence Case Coordinator;
- xiv.** Intake Specialist;
- xv.** Information Clerk;
- xvi.** Matron;
- xvii.** Program Technician;
- xviii.** Crime Analyst; and
- xix.** Crime Analyst Supervisor.

**3.** Local 1961 and Council 66 American Federations of State, County and Municipal Employees, AFL-CIO.

- a.** All employees employed by the Department of General Services (DGS);
- b.** All employees employed by the Department of Water and Water Supply;
- c.** All labor employees employed by the Department of Recreation; and
- d.** Traffic maintenance employees employed by the Department of Police.

**i.** Excluded from the bargaining unit.

- a)** Commissioners;
- b)** Deputy Commissioners;
- c)** Superintendents;
- d)** Field Investigators;
- e)** Laboratory Technicians;
- f)** Foreman;
- g)** Forester;
- h)** Ancon Officer;
- i)** Administrative Assistant;
- j)** Office clerical personnel;
- k)** Seasonal personnel;
- l)** Employees who work an average of less than twenty (20) hours per week;
- m)** Employees in the Division of Parks and Recreation and the Division of Engineering who are scheduled to work less than thirty (30) hours a week;
- n)** Parks Maintenance Supervisor;
- o)** Assistant Forester; and
- p)** City Gardener.

**B.** Participation in the above listed bargaining units shall not penalize participating employees nor shall it in any way threaten their employment rights, promotional opportunities, training opportunities, or fringe benefits.

**C.** The following positions are excluded from all bargaining units;

1. Chief of Police;
2. Deputy Chief;
3. Commanders;
4. Chief Fiscal Officer;
5. Fiscal Assistant; and
6. Chief's Secretary.

## **II. COLLECTIVE BARGAINING TEAM**

**A.** The collective bargaining team for the Employer will be Corporation Council, or its designee, as the principal negotiator.

**B.** The collective bargaining team for the New York State Union of Police Associations represented employees shall also include members of the below units, based upon current Agreements. New York State Union of Police Associations shall be the principal negotiator:

**1.** Lieutenants and Sergeants:

- a.** Subject to operating needs of the department, the APSA Union President, and two (2) other employees to be designated by the President in writing to the Chief of Police, shall be allowed release time with pay to participate in negotiations with the Employer.

**C.** The collective bargaining team for Council 82 represented employees shall also include members of the below listed units, based upon current Agreements. Council 82 shall be the principal negotiator:

**1.** Police Officers and Detectives:

- a.** Subject to operating needs of the department, the APOU Union President, and three (3) other employees to be designated by the President in writing to the Chief of Police, shall be allowed release time with pay to participate in negotiations with the Employer.

**2.** Communications Unit:

- a.** The two (2) Telecommunication Specialists who have been chosen to represent the Communications Unit of the Union shall be given time off with pay to perform the following duties as they may arise:
  - i.** Contract negotiations with the City of Albany;
  - ii.** Investigation and processing of grievances; and
  - iii.** Labor/Management meetings with the Chief of Police, or his/her designee, which will be held as needed at the request of either party.

**3.** Non-Sworn Personnel Unit:

- a.** Each party may designate up to three (3) representatives to attend each labor-management meeting.

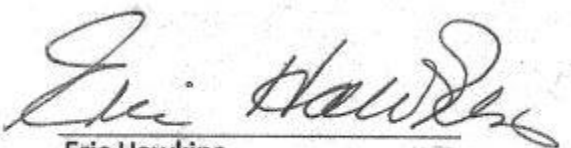
- D. The Local 1118 will be the sole and exclusive bargaining agent for its members.
- E. Local 1961 and Council 66 will be the sole and exclusive bargaining agent.
  - 1. Also to be included in conferences with Employer will be up to five (5) representatives of the Union as needed on important matters.

### III. GROUND RULES FOR BARGAINING TEAMS

- A. New York statutes specify the ground rules for labor negotiations. These statutes require both parties to:
  - 1. Participate in “good faith” bargaining with recognized bargaining units.
  - 2. Abide by the labor practices for collective bargaining, grievance procedures, and resolution of impasse procedures.
- B. The department will abide, in both letter and spirit, by all negotiated collective bargaining agreements that have been signed by management, labor representatives, and ratified by the bargaining unit.
- C. The Employer and Union(s), acting in good faith, shall introduce:
  - 1. Establishment of equitable and peaceful procedures for the resolution of differences;
  - 2. Establishment of rates of pay;
  - 3. Establishment of hours of work; and
  - 4. Other conditions of employment.

### IV. CONTRACT MANAGEMENT

- A. When a negotiated labor management agreement is ratified by all parties, the Chief of Police or his/her designee shall:
  - 1. Obtain a written, signed copy of the labor agreement;
  - 2. Conduct a detailed review and amend, if necessary, all written directives and procedures to coincide with the terms of the labor agreement; and
  - 3. Disseminate information relative to a new labor agreement, including modifications to existing agreements, to managers, supervisors, and bargaining unit employees. This may be accomplished via the following:
    - a. Electronic distribution through PowerDMS;
    - b. Staff meetings; and/or
    - c. Training sessions.

  
Eric Hawkins  
Chief of Police