



Agency Declination of Grievance Investigation
(Agency without grievance procedures)

Date: _____
To: Civil Service Division, Law Enforcement Party:
From: Agency representative
Re: Notice to Agency of Filed Grievance
Case No.: _____

Agency determination: After reviewing the filed grievance submitted on _____, the agency has determined that it will not proceed with a formal investigation of the alleged grievance for the following reason(s):

Notice to law enforcement party: As a result of the agency's decision not to investigate your filed grievance:

- The grievance process at the agency level is considered concluded.
- The law enforcement party may proceed to the appeal stage through the Civil Service Division. By appealing the agency's decision, the law enforcement party may elect to go through mediation and/or have the matter heard by an administrative law judge.

To initiate this appeal, the law enforcement party must complete and submit the Appeal of Agency Decision form through the Civil Service Division Online Filing system within 10 business days of the date of this notice. If the appeal form is not filed timely, then the Civil Service Division will dismiss and close the claim. No exceptions will be made.

If you have any questions regarding the appeal process, please email the [Civil Service Division](#).

Sincerely,

Agency representative

Date