

City of Burbank
MEMORANDUM

Date: January 12, 2023
 To: Chief Michael Albanese
 From: Lieutenant Mark Stohl – Internal Affairs Bureau
 Subject: Annual Analysis of Grievances

CONTENTS
 Michael Albanese
 NOTED

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The purpose of this memorandum is to comply with CALEA Standard 22.4.3, which entails an annual analysis of grievances filed by Department employees. The goal of the analysis is to identify trends and put in place safeguards that would help mediate or eliminate the identified issues.

The Burbank Police Department’s *Grievance Procedure* policy (#1006) defines a grievance as, “A cause of distress felt to afford reason for complaint as an unsatisfactory working condition. A grievance may involve the terms or conditions of employment or the interpretation or application of any of the following by the affected persons.”

- The employee bargaining agreement (MOU)
- Policies
- City rules and regulations covering personnel practices or working conditions

For the 2022 calendar year, the Police Department did not receive any grievances from an employee. The Management Services Department (MSD) did not receive any grievances from Police Department employees. No grievances/complaints were filed via the state, county, or other outside agencies.

Type	No. filed in 2021	Description	Final Disposition
MOU Grievance	0	N/A	N/A
Employee Complaints	0	N/A	N/A
Employee/Former Employee Complaints via State/Outside Agencies	0	N/A	N/A

cc. Police Administrator Courtney Padgett
 Administrative Analyst Christine Alles