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City of Burbank  
**MEMORANDUM**

Date: February 19, 2025

To: Deputy Chief Adam Cornils

From: Lieutenant Adam Baumgarten – Internal Affairs Bureau

Subject: Annual Analysis of Grievances

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 2024 calendar year, the Police Department did not receive any grievances from an employee. The Management Services Department (MSD) did not receive any grievances. No grievances/complaints were filed via the state, county, or other outside agencies.

Due to the fact no grievances were filed, I am unable to conduct an analysis to determine whether or not any policy changes or training may be appropriate to address grievances being filed in the future.