

City of Burbank
MEMORANDUM

CONTENTS
Michael Albanese
NOTED

MSD-2024

Date: January 11, 2024
To: Chief Michael Albanese
From: Lieutenant Mark Stohl – Internal Affairs Bureau
Subject: Annual Analysis of Grievances

STOHL
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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 2023 calendar year, the Police Department did not receive any grievances from an employee. The Management Services Department (MSD) received one grievance from a non-sworn Police Department employee. No grievances/complaints were filed via the state, county, or other outside agencies.

Due to the confidential nature of the grievance investigation process by the City, MSD was unable to share further information or specifics regarding the nature of the complaints.

As the only grievance was filed through MSD, and the contents of which are unknown, I am unable to conduct an analysis to determine whether or not any policy changes or training may be appropriate to avoid similar grievances being filed in the future.