TO:  
(Chief of Police, Long Beach Police Department)  

GRIEVANT: __________________________  POSITION: __________________________  
(Last Name, First Name M.I.)  

VIOLATION OF: __________________________  

TIME/PLACE OF OCCURRENCE: __________________________  

SUGGESTED CORRECTION: __________________________  

STEPS TAKEN FOR INFORMAL RESOLUTION: __________________________  

(Person /P.O.A Representative Chosen to Assist)  
(REVISED 08/01/95)  

(Signature of Grievant)  

(Date Submitted to Step I)
ACTION TAKEN UNDER STEP 1 - INFORMAL PROCEDURE
(To Be Completed by the Deputy Chief of Police)

(Signature of Deputy Chief of Police) (Date)

SATISFIED: ____________________ NOT SATISFIED: ____________________
(Grievant’s Signature) (Grievant’s Signature)

SUBMITTED TO STEP II: ____________________ (Date)

ACTION TAKEN UNDER STEP II
(To Be Completed by the Department Head)

I have reviewed the grievance and AFFIRM REVERSE MODIFY the disposition made at the First Step.

(Signature of Chief of Police) (Date)

SATISFIED: ____________________ NOT SATISFIED: ____________________
(Grievant’s Signature) (Grievant’s Signature)

SUBMITTED TO STEP III: ____________________ (Date)

ACTION TAKEN UNDER STEP III - EMPLOYEE RELATIONS OFFICER HEARING

Decision of Hearing Officer rendered on ____________________:
See Attached.

SATISFIED: ____________________ NOT SATISFIED: ____________________
(Grievant’s Signature) (Grievant’s Signature)

SUBMITTED TO STEP IV: ____________________ (Date)

ACTION TAKEN UNDER STEP IV - ARBITRATION OR CITY MANAGER HEARING

Decision of Arbitrator or City Manager rendered on ____________________:
See Attached.