

## Departmental Directive

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### TITLE: EMPLOYEE SUGGESTIONS

### POLICY:

It is the policy of this Department to encourage employee input to enhance Departmental operations and to further the goals and objectives of the Department.

### PROCEDURE:

#### I. Employee Suggestions

##### A. Formal Suggestions

1. Employees should submit on a standard Department memo their suggestion to be considered.
2. Suggestions will be forwarded via the chain of command in a timely manner to the Chief of Police. All suggestions shall be forwarded to the Chief of Police along with comments by those in the chain of command. The Chief will review the suggestion and decide whether to make assignments for further study and/or preparation for implementation. All assignments for further study will have a suspension date thirty (30) days after assignment, unless otherwise designated.
3. A reasonable attempt will be made to contact the employee advising them concerning the status of the proposed suggestion and either its adoption or reason for dismissal within sixty (60) days after it reaches the Office of the Chief of Police.
4. If for some reason the employee does not hear back within 60 days, the employee may contact the Administration Division Administrative Assistant for the status of the suggestion.



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HOWARD SKERRY

Chief of Police