

PALM BEACH GARDENS POLICE DEPARTMENT		
EMPLOYEE SUGGESTION PROGRAM		
POLICY AND PROCEDURE 3.1.1		
Effective Date : 10/28/2009	Accreditation Standards: CALEA CFA	Review Date: 06/01/2012

INTENT: To establish an employee suggestion system for department members/employees.

SCOPE: All Members

REVIEW RESPONSIBILITY: Chief of Police or designee

POLICY: It is the policy of the department to provide a means whereby any member/employee can initiate a suggestion, submit it to the Chief of Police, and receive feedback as to its status from the Chief or his designee. The department recognizes that its members/employees often have ideas or suggestions that can have a beneficial impact on the operations and administration of the Police Department.

PROGRAM ADMINISTRATION

- a. An employee suggestion procedure is hereby established in order to provide a means by which suggestions can receive proper attention through study, research and follow-up.
- b. The Suggestion Box shall be placed in a location of notice within the Police Department building.
- c. Any employee may submit a suggestion.
- d. To submit a suggestion, an employee will complete an Employee Suggestion Form which is supplied at the suggestion box location.
 - i. When the employee completes the form, he/she will place the copy in the suggestion box.
 - ii. If there is not enough space on one form to complete the suggestion, additional forms shall be used. If additional forms are used, they shall be placed in sequential order, stapled and placed in the suggestion box.
- e. The assigned authority will be responsible for periodically checking the suggestion boxes for any suggestions.
- f. When a suggestion is received, the following procedure will be followed:
 - i. The assigned authority will index it as to date received.
 - ii. The suggestion will be forwarded to the Chief of Police by the assigned authority within five (5) working days of receipt.
 - iii. The Chief of Police or designee will take action on the suggestion and set a specified time for the action to be taken, if practical.
 - iv. Action on the suggestion will be as follows:
 1. Implement the suggestion;
 2. Research and further study the suggestion or submit it to the Chief's designee for research and study;
 3. Determine the suggestion is not feasible for implementation at this time or at any time;
 4. Notify the employee who, if known, submitted the suggestion of the action taken; and
 5. Notify the assigned authority of the action taken for maintaining the suggestion file.
- g. If action is taken or implemented regarding a suggestion from an employee, the employee's suggestion will be placed in his/her personnel file.

- h. A suggestion may be submitted on any area of departmental business, including any operation or administrative activity. The suggestions may deal with, but are not limited to: departmental equipment, methods or operation, or morale factors. Suggestions should not pertain to grievances or individual disciplinary matters.
- i. This procedure shall in no way interfere with any employee submitting a suggestion for consideration to a City-Wide Suggestion program or to the City's governing administration.

INDEX AS:

- EMPLOYEE SUGGESTION

RESPONSIBILITY INDEX

- CHIEF OF POLICE

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APPROVED:



Stephen J. Stepp
Chief of Police

11/06/2009
Date