

DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
Specific Personnel / Administrative Policies		P&P-D-107
Suggestion Program		
Effective Date: 11-12-08 Supercedes: 01-26-07	Approval: Sheriff	Number of Pages: 1
References:	Reevaluation Date: Annually or as needed	Standards: ACA 4-ALDF-7D-07 CALEA 12.1.4

I. POLICY

The policy of this Office is that we must strive to continually adapt to changing conditions. Only in this way can we effectively fulfill our role in the law enforcement profession. Management alone cannot be aware of all the problems that arise. It must listen to suggestions and responsible criticism from its members. All members are encouraged to forward their ideas or constructive criticism to the administration.
<7D-07><12.1.4>

II. PROCEDURE

- A. Any member of this Office may participate in the suggestion program by forwarding any useful ideas to the Sheriff by a typed or written note outlining the problem and/or suggestion.
- B. Any subject relevant to the policies, operations or administration of this Office, or any involvement of this Office with the community or other agencies, should be considered proper material for suggestions. Grievance, redress or matters relating to specific discipline matters are not considered within the suggestion program.
- C. Members are encouraged to identify their ideas by their signature so they may receive a direct response to their submission. Unidentified comments or suggestions will also be accepted.
- D. All responsible suggestions will be acknowledged by a letter of reply sent to the participating member, if name is known. Members will be advised as to any action or inaction taken by the administration on the suggestion or idea. When a suggestion is deemed useful and results in a change, the member will be given recognition.
- E. All responsible suggestions will be forwarded to the Sheriff. Direct communication is ensured between Office members and the Sheriff, and integrity will be maintained.
- F. This order does not preclude communications through normal channels. Its purpose is to provide an alternate means of communication should conditions necessitate its use. An added benefit is that members can communicate directly and quickly to the Sheriff. Every member is encouraged to use this process whenever they feel the need arises.

By Order of the Sheriff