



Alexandria Police Department

Directive 3.4



Employee Suggestions

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| Updated Date: | Section(s): | SME Review Date: |
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3.4.01 POLICY AND PURPOSE

The efficient and effective management of the Police Department is the concern of every employee. The Department strives to constantly improve its internal operation and procedures so as to ensure that the citizens of Alexandria receive the most effective police services possible. The Department encourages all employees to initiate projects, develop forms, and forward suggestions and/or recommendations for improving the performance, efficiency, and services of this Department.

Such suggestions often enable administrators to improve working conditions and eliminate unnecessary tasks. Additionally, it encourages the feeling that employees have contributed to the management and operation of the Department.

3.4.02 PROCEDURES

- A. Employees wishing to initiate a suggestion will prepare a memorandum detailing their ideas, attach any documentation they wish considered by the Chief of Police and give it to their immediate supervisor.
- B. *Each level of the chain of command will indicate whether or not they approve or disapprove of the suggestion and state the reason.*

- C. If a suggestion requires the decision of a commander above the division level, the commander of the initiating employee *may provide a more in-depth assessment of the impact of the suggestion*, prior to implementation.
- D. If only the Chief of Police can approve the suggestion, then it will be forwarded through channels, with all the supporting data and cost analysis.
- E. In no event will a suggestion be delayed more than thirty (30) days from reaching the Chief of Police in completed form.

3.4.03 STATUS ASSIGNMENT

A. All employee suggestions will receive a status assignment. The initiating employee will be notified in writing by memorandum, e-mail, or comments on their original memorandum of the Chief of Police's decision regarding the proposed suggestion. If the proposed suggestion is rejected, the notification will include justification.

B. Upon receipt of the suggestion material and comments from the chain of command, the Chief of Police may:

1. Reject the proposal.

This classification is considered a final status.

2. *Assign* for further research.

The Chief of Police may designate a commander to gather further information and data from sources other than presented by the employee before assigning any other status to the report.

3. Approve Implementation on a trial basis.

The Chief of Police may order a suggestion implemented for a predetermined test period at which time the results will be evaluated by management personnel and a decision made to reject or approve for implementation.

4. Approve with Implementation Deferred.

This status may be assigned when it is necessary to reallocate resources or to obtain additional funding approval to cover expenses incurred.

5. Approve with Modification.

This final status may be assigned by the Chief of Police when modified or alternative solutions are accepted as more viable remedies to a problem raised by an employee.

6. Approve for Implementation.

This classification is considered a final status.

BY AUTHORITY OF:

**Michael L. Brown
Chief of Police**