



# TOWN OF MACEDON POLICE DEPARTMENT

<b>General Order:</b> 203	<b>Effective Date:</b> May 2, 2020
<b>Subject:</b> Employee Suggestions	
<b>Reference Standards:</b>	
<b>Rescinds:</b> N/A	
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## I. Policy

- A. The goal of the administration of the Macedon Police Department is to increase the effectiveness of the Department through an organized program to review of all suggestions for operational improvement and problem identification.

## II. Procedures

- A. Any employee of the Macedon Police Department may submit a suggestion that identifies a deficiency and /or a possible solution to remedy the identified deficiency.
- B. Any employee of the Macedon Police Department may submit a suggestion that identifies a more economical and/or more efficient means by which the Department may operate.
  1. All personnel submitting a suggestion for consideration will utilize a **SUGGESTION FORM**.
  2. The **SUGGESTION FORM** will be submitted to the Chief of Police. The submittal will initiate the review process.
    - a) Suggestion Forms should be signed by the employee making the submission to ensure that the administration can elicit the assistance of the employee for further clarification and/or assistance. The signature also ensures that the employee can be recognized for making any operational improvements.
    - b) Submitted forms that are not signed will still receive as equal consideration as those that are signed.

## III. Review Process

- A. The Office of the Chief will evaluate the suggestions and/or deficiency observation.
  1. When evaluating suggestions, the Chief's Office will, when necessary, seek

input regarding the submitted suggestion from affected personnel.

- B. The Office of Chief of Police or his/her designee will review suggestions submitted by MPD employees and may accept, reject, or table a suggestion for further review.
1. All suggestions will be reviewed with a determination made and returned to MPD employees by the Office of the Chief of Police or his/her designee.
  2. Suggestions determined to be rejected by the Chief of Police or his/her designee will be forwarded to the MPD employee with an explanation for the rejection.
  3. Suggestions determined to be tabled by the Chief of Police or his/her designee will be forwarded to the MPD employee with a request for additional information or suggestions for further follow-up.
- C. All completed suggestion forms, after having been accepted or rejected, will be maintained by the Office of the Chief for one year.

By Order of the Chief of Police

*John P. Colella*

John P. Colella (May 4, 2020)

John P. Colella

Chief of Police

Dated this 2nd day of May, 2020