

**SENECA FALLS POLICE DEPARTMENT  
GENERAL ORDER**

<b>General Order:</b> 250	<b>Rescinds:</b> 07/01/13
<b>Subject:</b> Employee Suggestions	<b>NYS Accreditation:</b>
<b>Effective Date:</b> 05/17/2019 <b>By Order Of:</b> Stuart W. Peenstra, Chief of Police	

**I. PURPOSE**

To establish policy and procedures for submitting employee suggestions.

**II. POLICY**

All employees are encouraged to make suggestions that will improve the effectiveness, efficiency and quality of police services.

**III. PROCEDURE**

**A.** The employee submitting the suggestion shall:

1. Set forth the suggestion or recommendation, in the appropriate space on the Seneca Falls Police Department "Memorandum".
2. Submit the memorandum and any appropriate attachments to his immediate supervisor.

**B.** The employee's supervisor shall:

1. Indicate his concurrence or non-concurrence with the employee's suggestion, including the merits or feasibility of implementing the suggestion and the basis of his conclusion, and
2. Sign and indicate the date received and forwarded in the space provided on the "Memorandum," and check the appropriate box indicating whether any attachments have been made,
3. Forward the suggestion through the chain of command to the Chief of Police.

**C.** Office of the Chief

1. A copy of the "Memorandum" shall be filed in the employee's personnel folder.
2. When received by the Chief's Office, the suggestion(s) will be assigned to the appropriate person(s) for staff study.
3. Suggesting member will be notified in writing of the outcome.