




LOWER MERION TOWNSHIP POLICE DEPARTMENT
Ardmore, Pennsylvania

Policy 3.17.15

Subject:		Distribution:
Recommendation Process		All Personnel
Date of Issue:	Expiration Date:	Rescinds:
06-01-2014	Until Amended or Rescinded	Directive: 01-81
References:		
CALEA: N/A; PLEAC: N/A		
By Authority of:		
		Superintendent of Police

PURPOSE

The purpose of this policy is to establish guidelines for making recommendations for the improvement of department operations.

POLICY

In keeping with the Mission of the Police Department "to improve the quality of life by providing the highest level of professional police service" and to "maintain a well trained, disciplined and innovative work force dedicated to continuous improvement", the department encourages all employees to become involved in improving the operation of the Police Department. One means of accomplishing this goal is to submit ideas and recommendations for due consideration.

PROCEDURE

A. Submitting a Recommendation

1. Any employee who has a recommendation or idea to improve the operation of the Police Department is encouraged to submit their idea for consideration. Complete the face page of the Recommendation Form ([S&I-31](#)). If additional space is needed, attach additional blank sheets of paper as needed; additional Recommendation Forms are not required.
2. Submit the Recommendation Form to your supervisor.
3. Supervisors are to complete the Supervisor's Comments section on the reverse side of the form and then forward the recommendation to their immediate supervisor.

4. At each level of the chain of command, reviewers are to add their evaluation and or comments on the recommendation. Forward all recommendations to the Superintendent of Police through the chain of command.

B. Evaluation

1. Recommendations will be reviewed and evaluated on the following basis:
 - a. Impact on operations, such as: effectiveness, priority based on current programs and goals, efficiency, personnel needs, need for research and development in order to implement.
 - b. Budgetary Impact - cost of implementation.
 - c. Measurable outcome of implementation.

C. Follow-up

1. All recommendations will be reviewed by command staff as directed by the Superintendent of Police.
2. Upon review and evaluation of the recommendation, the employee submitting the recommendation will receive a response from a member of command staff as directed by the Superintendent of Police.

RESPONSIBILITY

It is the responsibility of all supervisory personnel to ensure that all personnel under their immediate supervision comply with this policy.