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SUBJECT: SUGGESTION PROGRAM

1. POLICY

- A. Suggestions of Police Department personnel made individually or jointly, which leads to increased efficiency and/or economy of operations, and pertain to savings or improvements in safety, health, morale, etc., within the Police Department shall be recognized.
 - B. Commanding Officers should encourage personnel under their command to submit suggestions.
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2. METHOD OF SUBMITTING

- A. The employee who submits the suggestion will:
 - 1. Prepare an Employee Suggestion Form (75-669) located under “Forms” on the Philadelphia Police Department’s Intranet Homepage and forward it through their chain of command to the Research and Planning Unit, located at the Philadelphia Public Services Building (PPSB), 400 North Broad St. 4th Floor, Suite 72 for evaluation.
 - 2. A copy of the 75-669 should be retained by the employee.
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3. INELIGIBLE SUGGESTIONS

- A. The following suggestions are ineligible for Departmental recognition:
 - 1. Proposals that are part of the normal duties for the position of the employee making the suggestion and over which they have the authority to make the improvement.
 - 2. Proposals that are not accepted by the Command Staff as being worthy of adoption.
 - 3. Proposals that have been already submitted.
 - 4. Proposals that have not been implemented within six (6) months after the official date of receipt of the written proposal.

5. Proposals that contain suggestions already being planned by Philadelphia Police Department management.
 6. Proposals that anticipate normal maintenance repairs.
 7. Proposals that embrace labor-management policy recommendations or matters, which are administered by other existing agencies (e.g., City Council).
 8. Proposals that embody individual employee grievances.
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4. PROCESSING AFTER RECEIPT OF SUGGESTION

- A. The Research & Planning Unit will forward a copy of the employees' suggestion to the appropriate Chief Inspector or Director of the Bureau that would be directly affected by the proposal.
 - B. Each suggestion shall be objectively analyzed by a Chief Inspector or Director of the Bureau that would be affected by the proposal and the results will be forwarded to the appropriate Deputy Commissioner for evaluation. The suggestion, whether approved or disapproved, will be forwarded to the Police Commissioner, who will make the final determination if it will be implemented.
 - C. The Police Commissioner is the final authority in the granting of a "Problem Solving" award.
 1. In the case of duplicate suggestions, the Police Commissioner will determine who should receive recognition.
 2. The final determination will be sent back to the Research & Planning Unit.
 - D. Each employee will be informed of the status of their suggestion, by individual acknowledgement via city email.
 - E. The identity of the employee who submits a suggestion will not be revealed unless Departmental recognition is granted.
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5. RECOGNITION

- A. If the suggestion is implemented, the employee will be notified when they will receive their "Problem Solving" award.
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BY COMMAND OF THE POLICE COMMISSIONER
