

ILLINOIS STATE POLICE ADM-009, SUGGESTION PROGRAM

RESCINDS: ADM-009, 2013-028, revised 03-06-2013.	REVISED: 09-22-2014 2014-065
RELATED DOCUMENTS: None	RELATED CALEA STANDARDS: None

I. POLICY

The Illinois State Police (ISP) will encourage employees to express ideas towards enhancing department efficiency and effectiveness, improving employee and public safety, and reducing operating costs. To facilitate communications from employees, ISP will administer a Suggestion Program.

II. PROCEDURES

II.A. Submitting a Suggestion

- II.A.1. Any ISP employee may submit a suggestion.
- II.A.2. A suggestion will be typed or legibly handwritten on an ISP Suggestion Form, ISP 2-14, (this form is located in the ISP Document Library at <http://maphome/documentlibrary/>), or in a memorandum or e-mail that includes the following elements:

- II.A.2.a. Name of initiator (optional)
- II.A.2.b. Work location/address
- II.A.2.c. Date suggestion submitted
- II.A.2.d. Description of suggestion/problem
- II.A.2.e. Recommendation/solution to the problem

- II.A.3. An employee may submit a confidential/anonymous suggestion by omitting his/her name from the form/memorandum.

NOTE: A confirmation e-mail and the outcome of the suggestion cannot be reported to the initiator when an anonymous suggestion is submitted.

- II.A.4. The initiator may submit the completed Suggestion Form or memorandum via inter-office mail to:

Suggestion Program Coordinator
Illinois State Police
Director's Office – Research & Development Unit
801 S 7th Street, Suite 1100-S
Springfield, Illinois 62703-2487

- II.A.5. Suggestions may be sent in e-mail form to the address "Suggestion Program Coordinator." A completed Suggestion Form or memorandum can also be submitted via e-mail to this address.

II.B. Suggestion Process

- II.B.1. Employees who submit a suggestion will receive an e-mail within five working days acknowledging receipt of the suggestion by the Suggestion Program Coordinator.

- II.B.2. After the suggestion has been thoroughly reviewed, researched, and evaluated, the suggestion initiator will be advised in a memorandum or e-mail of the action taken by the Director. Any one of the following responses may occur:

- II.B.2.a. The Director approved the suggestion and referred the suggestion to an ISP Division for implementation.
- II.B.2.b. The Director denied the suggestion with the reasons for the denial stated.

II.B.2.c. The Director referred the suggestion to an ISP Division or entity (i.e., Uniform Committee) for additional review/research.

II.B.2.c.1) Upon completion of the review/research, the respective Division or entity will provide a memorandum or e-mail reporting outcome information to the Director's Office and the Suggestion Program Coordinator.

II.B.2.c.2) The Suggestion Program Coordinator will inform the initiator by memorandum or e-mail of the outcome of the additional review/research.

II.B.3. The Suggestion Program Coordinator will submit an annual report to the Director's Office tabulating all submitted suggestions and their results as noted in ADM-140.

| Indicates new or revised items.

-End of Directive-