

HONOLULU POLICE DEPARTMENT
POLICY
ORGANIZATION, MANAGEMENT, AND ADMINISTRATION

September 22, 2015

Policy Number 2.56

SUGGESTIONS

POLICY

Departmental personnel are encouraged to submit suggestions/ideas to the Chief of Police to improve or change any aspect of this organization.

PROCEDURE

SUBMITTING SUGGESTIONS/IDEAS

- I. Each suggestion should be accompanied by a specific proposal to implement the idea.
- II. This system is designed to elicit constructive suggestions; it should not be used for grievances and personal criticism.
- III. Suggestions may be submitted anonymously. However, employees who identify themselves will receive feedback on their suggestions. In addition, they may be consulted if their suggestions are considered for implementation.
- IV. Personnel may submit suggestions in any of the following formats:
 - A. The standard To/From memorandum format should be used for suggestions submitted to the Chief of Police via the chain of command. All personnel in the chain of command shall provide comments for or against the suggestion. Each suggestion will go to the Chief of Police, and the suggester will receive a response;

- B. The departmental e-mail system may also be used for suggestions. Suggestions may be sent directly to the Chief of Police, and the suggester will receive a response;
- C. Any written format may be used for suggestions that are submitted anonymously and do not go through the chain of command. These suggestions should be delivered to the sergeant in the Office of the Chief. In these cases, the originator will not receive a response; or
- D. Suggestions may be submitted via the department's intranet site, Ka Pahu Mana'o. In these circumstances, the response will be posted on the intranet site.


LOUIS M. KEALOHA
Chief of Police

Post on bulletin
board for one week

Policy first issued
March 29, 2002