

DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
Specific Personnel / Administrative Policies		P&P-D-107
Suggestion Program		
Effective Date: 11-12-25 Supersedes: 07-15-25	Approval: Sheriff	Number of Pages: 2
References:	Reevaluation Date: Annually	Standards: CALEA LE 12.1.4, COM 2.1.4 ACA- 7D-09 5 th Edition

I. POLICY

The policy of this Office is that we must strive to continually adapt to changing conditions. Only in this way can we effectively fulfill our role in the law enforcement profession. Management alone cannot be aware of all the problems that arise. It must listen to suggestions and responsible criticism from its members. All members are encouraged to forward their ideas or constructive criticism to the administration.

[<7D-09><12.1.4 LE><COM 2.1.4>](#)

II. PROCEDURE

- A. Any member of this Office may participate in the suggestion program by forwarding any useful ideas to the Sheriff by using the employee suggestion box that utilizes survey monkey a typed or written note through an email to the ProfStandards@dcsheriff.net email outlining the problem and/or suggestion.
- B. Any subject relevant to the policies, operations or administration of this Office, or any involvement of this Office with the community or other agencies, should be considered proper material for suggestions. Grievance, redress or matters relating to specific discipline matters are not considered within the suggestion program. NOTE: The suggestion program does not consider grievance, redress, or matters relating to specific discipline matters. These matters should be addressed following the grievance and/or disciplinary process policies ([P&P-D-117 Grievance Procedures](#), [P&P-I-100 Definition of Terms](#), [P&P-I-101 Complaint Handling/Investigative Procedures](#), and [P&P-I-102 Disciplinary Actions](#)).
- C. Members are encouraged to send suggestions, ideas, and perceived problems from the member's email, so they may receive a direct response to their submission. Unidentified comments or suggestions will also be accepted; however, updates on any action taken will not be individually available.
- D. All responsible suggestions will be acknowledged by a reply email sent to the participating member if a name is known. Members will be advised of any action or inaction taken by the administration on the suggestion or idea. When a suggestion is deemed applicable and results in a change, the member will be given recognition.
- E. All responsible suggestions will be forwarded to the Sheriff. Direct communication is ensured between Office members and the Sheriff, and integrity will be maintained.

F. A running list of proposed ideas, suggestions, and other comments will be kept in Professional Standards and reviewed monthly to ensure:

- a. The sender has been contacted upon receipt and at closing.
- b. Any follow-up assignments are assigned and completed.
- c. The Sheriff and Undersheriff have been updated on the receipt, progress, and outcome.

G. This order does not preclude communications through normal channels. Its purpose is to provide an alternate means of communication should conditions necessitate its use. An added benefit is that members can communicate directly and quickly to the Sheriff. Every member is encouraged to use this process whenever they feel the need arises.

By Order of the Sheriff