



EMPLOYEES SUGGESTIONS **GENERAL ORDER #2.02**

Adopted: 6/7/17

Pages: 2

Persons Affected: All personnel

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IACLEA Standards:

Revision History

Replaces SUDPS General Order #2.02 (06/01/05)

PURPOSE

The purpose of this Order is to encourage employees to submit suggestions, ideas or concerns that will improve the work environment, and/or the methods, or quality of service the Stanford University Department of Public Safety provides to the Stanford University Community.

POLICY

It shall be the policy of the Stanford University Department of Public Safety that all employees are encouraged to submit ideas, concerns and suggestions for review.

PROCEDURE

Suggestions may be submitted to an employee's immediate supervisor or to any other supervisor either within or outside the employee's chain of command. *Suggestions should be well*



researched and thorough enough to allow for implementation. Suggestions should focus on the following four areas:

- 1) Identify
 - a) *Identify and explain the current situation, condition and/or process. Be detailed and specific.*
- 2) Problem
 - a) *Provide a detailed description of the perceived problem.*
 - b) *Include the reason(s) change is being suggested.*
- 3) Solution
 - a) *Propose a solution to improve the current situation or procedure.*
 - b) *Explain how the solution will resolve the problem.*
 - c) *Include estimated costs, vendors, and supporting documentation.*
- 4) Action Plan
 - a) *Clearly state why the solution suggested should be implemented.*
 - b) *Explain the benefit to Department personnel, the organization, and the impact on the quality of service provided to the Stanford University Community.*

Suggestions will be reviewed by division *lieutenants* or managers and forwarded in a timely manner to the Director of Public Safety with recommendations. Each suggestion *will be evaluated by the Director of Public Safety for its ability to create a more efficient operation, a safer working environment, or an improved quality of service to the Stanford Community.*