

## BERKELEY POLICE DEPARTMENT

DATE ISSUED: September 1, 1988

GENERAL ORDER P-18

### SUBJECT: SUGGESTIONS

- 1 - Employees' suggestions concerning changes in procedures or operating methods shall be prepared in duplicate. The original shall be forwarded to the Chief of Police and the duplicate to the employee's immediate **Supervisor**.
- 2 - Superior officers receiving these suggestions shall note their recommendations thereon and forward through channels to the Chief of Police for disposition.
- 3 - **The employee shall be advised of what action may have been taken in response to his/her suggestion.**