


## SHELBYVILLE FIRE & RESCUE STANDARD OPERATING PROCEDURES

	<b>SECTION: General</b>	S.O.P: 103.16
	<b>SUBJECT: Personal Suggestion Program</b>	PAGE: 1 of 1
	<b>Approved By:</b>	<b>Effective Date:</b> December 1, 2012
		<b>Revision Date:</b>

### ***Purpose:***

The purpose of this S.O.P. is to encourage personnel to present constructive suggestions for the improvement of Operations. All suggestions must be properly submitted.

### ***Definitions:***

***Suggestion*** – (For the purpose of this S.O.P.) A constructive idea that could help solve a problem, improve operations or procedures, or make this department a better place to work.

### ***General:***

All personnel of this department are eligible to participate in this program. The Chief and the Officers will evaluate all properly submitted suggestions and the Chief will determine which will be accepted and rejected.

### ***Procedure:***

To be evaluated, all suggestions must be submitted in writing to the Chief and the Officers. Each suggestion form must be signed, dated and mailed or delivered to the Chief's office. Some suggestions may be put in the suggestion box at station one in the radio room. The Chief and Officers will process all suggestions and obtain any expert evaluation necessary for review. Suggestions deemed to have little or no merit shall be rejected, and an explanation for the rejection and a note of appreciation shall be sent to the member that made the suggestion. All decisions that are made will be final, and the letter of suggestion will become the property of the department once submitted. When a suggestion has merit and can be adopted, the member will be notified, and an announcement will be made to the personnel.

### ***Examples are listed below but are not limited to the following:***

1. A more efficient way to do a job.
2. A better method of handling materials
3. A reduction of waste
4. An idea for improving attendance
5. A method of making work areas safer
6. An improvement of the departments policies