

OFFICE OF OPERATIONS

1.2.1

NOTICE NO. 25

May 19, 1997

TO: All Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: EMPLOYEE SUGGESTION AWARD PROGRAM

EFFECTIVE: Immediately

RECEIVED

MAY 30 1997

PLANNING AND RESEARCH
DIVISION

PURPOSE

A question was raised at a recent Los Angeles Police Protective League Delegates meeting regarding the effectiveness of the Department's Employee Suggestion Award Program. Concerns were voiced that Department personnel who have submitted suggestions to the program have not received acknowledgement by Personnel Group regarding the receipt of, or disposition of, the suggestions they submitted.

A problem may be that personnel are not adhering to the proper procedures for submitting employee suggestions to the Department. This Notice shall serve as a reminder to all Office of Operations personnel as to the procedure for submitting employee suggestions to the Department as well as the eligibility requirements for receiving a monetary award if the suggestion will result in a specified level of fiscal savings to the City of Los Angeles.

INFORMATION

All Department employees are encouraged to submit suggestions that will enhance operational efficiency and which will positively impact our service delivery to the community. Employees may submit suggestions that impact either the Department or any other City department. The procedure for submitting employee suggestions, and the eligibility criteria for receiving monetary awards for submitting a cost savings suggestion, are addressed in Department Manual Sections 3/750.10, 3/750.20, and 3/750.25. These sections delineate the procedures regarding eligibility requirements for receiving awards and submitting suggestions.

Employee Suggestion Award Program

Page 2

1.2.1

Additionally, Manual Section 3/750.30 establishes an Employee Suggestion Award Committee that is tasked with reviewing all employee suggestions which have been recommended for adoption and recommending the appropriate award.

PROCEDURE

Any Department employee is eligible to submit suggestions, however the following employees shall not be eligible to receive a monetary award resulting from a suggestion:

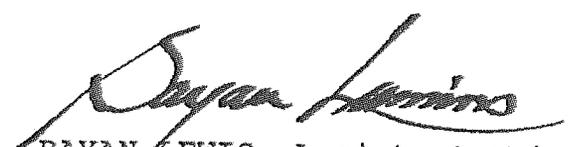
- * Chief of Police, Office Directors, group and bureau commanding officers, commanders, and Area or division commanding officers.
- * Employees administering the Department Suggestion Award Program.
- * Employees who submit suggestions which are determined by the Commanding Officer, Personnel Group, to be within the scope of their duties, as set forth in civil service specifications for their respective class.

A Department employee wishing to submit a suggestion shall do so by completing a City Employee Suggestion Form, Form General 150, and sending it directly to the Commanding Officer, Personnel Group, Mail Stop #400, through the Department's mail system. The employee suggestion process does not require employees to submit their suggestions through the chain of command prior to sending them to Personnel Group.

Note: The Employees Report, Form 15.7, may be used as page two and attached to the City Employee Suggestion Form when a second page is required.

The Commanding Officer, Personnel Group, shall ensure that the employee who proposed the suggestion is notified as to whether or not the suggestion was recommended for adoption.

Questions regarding this Notice should be directed to Personnel Group, Human Resources Bureau, at (213) 485-5241.


BAYAN LEWIS, Assistant Chief
Director
Office of Operations

DISTRIBUTION "A"