

**COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK**

GENERAL ORDER MULTI-BUREAU	DATE OF ISSUE NOVEMBER 23, 2021	EFFECTIVE DATE NOVEMBER 23, 2021	NO. 059-21
SUBJECT: GENERAL ORDER Employee Suggestion Process		DISTRIBUTION All Personnel	AMENDS
REFERENCE: NYSLEAP 1.2			RESCINDS 059-07

Purpose: To familiarize members and employees with the Employee Suggestion initiative in the Monroe County Sheriff's Office (MCSO).

Policy: The employee suggestion process will be utilized to afford maximum participation and empowerment for all members and employees of the MCSO.

I. Employee Suggestion Procedures

- A. Members and employees are encouraged to offer suggestions which will improve the efficiency and effectiveness of the Sheriff's Office. Members and employees submitting suggestions shall:
 - 1. Type or write the details of the suggestion on an Employee Suggestion Form (MB-122). Suggestion(s) should be specific and include potential fiscal impact if any, and suggested funding sources if necessary.
 - 2. Submit the suggestion form as well as any accompanying paperwork to the Undersheriff's designated suggestion coordinator.
- B. The coordinator will review the suggestion for completeness and to check for duplication. If the form is incomplete, the employee can address the reason, and return the suggestion to the coordinator for further processing.
- C. The coordinator will assign a tracking number to the suggestion and forward to the employee's immediate supervisor, keeping a copy on file. The coordinator will also notify the employee that the suggestion has been received. The employee may request that the suggestion be forwarded to the supervisor anonymously.
- D. Supervisors shall comment in writing as to the merits of the suggestion, noting the feasibility of the suggestion, as well as any obvious fiscal impact associated with implementation. After signing and dating MB #122, supervisors shall forward same to the unit commander.
- E. Unit commanders shall comment on the merits of the suggestion, sign and date the form and forward same to the appropriate Bureau Chief (through the Major of Operations, when submitted from the Police or Jail Bureaus).

Note: Every effort must be made to ensure that all suggestion forms reach the respective Bureau Chief within ten (10) days of the employee submission date.

- F. Bureau chiefs shall comment on the merits of the suggestion, sign and date the form and forward to the Undersheriff.
- G. The Undersheriff's Office will track the status of suggestions sent to research to ensure follow-up.
- * H. The Undersheriff shall comment on the merits of the suggestion, sign and date the form and:
 - 1. Determine the course of action.
 - 2. Assign the appropriate personnel
 - 3. The original form will be returned to the coordinator to update the database.
- * I. A copy of the Employee Suggestion Form (MB 122) with the decision will be returned to the employee by the ORC.
- J. The Undersheriff's Office will prepare and distribute a status report upon request. The coordinator will also archive suggestions by year.

Note: If not approved and if requested by the member/employee the coordinator may review the suggestion for appropriateness of further research and possible resubmission.

By Order of the Sheriff,



Todd K. Baxter