PROPOSING
A NEW INITIATIVE

Objective:

Every Tulsa Police officer has the opportunity to see problems, conditions or make observations about their organization or community. This process is intended to guide the officer as they document and propose their idea for an initiative to address the situation.

Guidelines:

Submission Information.
Locate a blank Initiative Proposal on either the Wireless System or the TPD Intranet. Fill in the names of all officers who are making this proposal along with the date and officer's division.

Describe the problem, condition or observation that inspired this proposal.
Most ideas for a new initiative result from problems or conditions that exist in the community or within the department. Provide a short summary that describes the perceived conditions that will be addressed by this initiative. This ranges from community problems to inefficient processes to perceived waste or new opportunities.

Provide an overview of the initiative you are proposing.
Explain how you believe the problem should be addressed. Identify what should be done to resolve the problem or condition. Included in this information should be how the initiative will *improve* the community, the City of Tulsa or TPD. Improvements generally make something better (more efficient or better quality), faster and/or less expensive.

Who will benefit from this initiative and how?
Any initiative should directly benefit one or more groups, organizations or geographic areas. List each benefactor and what they will receive as a result of this initiative.

When should this initiative be attempted?
Identify any specific or general times when this initiative should or should not be attempted. Explain why. Explain how long the total initiative should take and when it should be completed.

How much do you believe this initiative will cost?
Provide some estimation of the total costs required to complete this initiative. If it is a multi year effort, be sure to make that clear. Remember that total funding will be based in part on this projection. It is wise to create a breakdown of the costs and have the detail available. You may also wish to review this estimate of cost with one or more people who have managed a similar initiative. Be sure to consider more than just the initial costs of the project. You may also need to include such things as recurring operational costs, technology upgrade costs and support or maintenance costs.

How should this initiative be funded?
There are several potential sources for funding new initiatives. This may include federal or local grants, special community funds, City of Tulsa budget or TPD departmental budget. If you know of conditions that would make one or more of these options likely, explain why. It is also possible the initiative could be funded from multiple sources.

What other groups might be impacted by this initiative?
Often a project has influence on other organizations or groups, sometimes intentional and sometimes not. Use this section to consider if other TPD units, departments in the City of Tulsa or outside organizations will need to make changes for this initiative's success.

What strategy would you propose to complete this initiative?
Assuming this initiative is approved and funded, what general activities must be accomplished to perform the initiative from beginning to end. It is not necessary to provide great detail here, but you should provide a complete picture of the steps required to make this initiative successful.

How would you propose to staff this initiative?
Explain how many people will be needed during this initiative including their role and when you believe they will be needed. Indicate which of these people will be volunteers or will be compensated through this initiative. If you are making this proposal, it is assumed that you will play a key role. If that is not the case, be sure to explain that here. One of the real limitations on getting an initiative approved will be the availability of staffing. Consider options that include other TPD personnel along with assistance from the community.

Reviewer Information.
When you are satisfied with your proposal, submit it. The Initiative Proposal will be sent electronically to your Division Commander. Your Commander will review the initiative and pass it along to the your Deputy Chief. It will then be sent to the Chief of Police. The Chief will decide what action should take on your initiative. The goal is to provide you with notice of this decision within 14 days from when you first submitted your initiative. You may be called on to clarify elements of your proposal. There are several options at this point…

1. **Approved without changes –** Your initiative has been approved. Needed funding will be pursued following established processes. You will likely be asked to participate in the application for funds and be notified when funding response is received.
2. **Approved with changes –** Your initiative has been approved with certain conditions or requirements. You may need to reconsider components of the proposal and resubmit it to your Division Commander. Needed funding will be pursued following established processes. You will likely be asked to participate in the application for funds and be notified when funding response is received.
3. **Tabled with comments –** Your idea has merit but the funding or timing does not make it feasible at this time. If that is the case, you will receive this explanation along with a suggested time to resubmit your proposal.
4. **Declined with comments –** If your initiative is rejected, you will receive an explanation with this notice..

Final Notes.
New ideas often require significant thought before they are feasible or their merit is recognized. You may wish to review your thoughts with trusted colleagues or people who have worked on similar initiatives. You are always welcome to resubmit proposals that were previously rejected.

<u>**References:**</u>
TPD Policy and Procedures 31-314, *Partnership in Policing*.
TPD Policy and Procedures 31-315, *Grant Application Process.*