

COMMENT SHEET

The Department of Criminal Justice Services has sought to develop sample directives of use to large and small law-enforcement agencies, police or sheriffs' departments. We rely on your comments, suggestions, and criticisms in order to correct and update the directives manual.

When convenient, please complete this form and mail to:

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1. For what purpose did you use these directives?

2. For that purpose, these directives

 _____ met most of my needs.

 _____ met some of my needs.

 _____ met none of my needs.

3. How will these directives be useful to you?

 _____ Source of sample policies for staff study.

 _____ As a basis for my own manual: I have none at present.

 _____ As a basis for a revised manual: I have an outdated one at present.

 _____ General information.

 _____ Other (please specify).

4. Which parts of the manual, if any, were difficult to understand or use? How could they be improved?

COMMENT SHEET (CONTINUED)

5. Can you point out specific parts of the manual that are not clear or terms that need to be defined?

6. Are there ways this manual could be improved that you have not mentioned?

7. Please suggest other subjects you would like to see addressed in future sample directives.

COMMENT SHEET (CONTINUED)

8. Please complete the following information about your organization.

Type of agency: Municipal police County police
 County sheriff City sheriff
 State police Other (specify)

Size of agency: sworn personnel nonsworn personnel

Within the last three years, has your agency been the target of civil litigation?
 yes no

If you answered yes, were any judgements rendered against your agency? yes no

If you have been sued within the last three years, what was the nature of the action against you?

- False arrest/imprisonment
- Excessive use of force
- Employee-originated lawsuit
- Other (please specify)

If you have been sued, was the case heard in federal court? yes no

9. Additional Comments:

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS FORM.