

	STANDARD OPERATING PROCEDURE <small>State Form 39870 (R/S-06)</small>	Reference Number ENF-039
	Subject Staff, District, Squad Meetings	
	Special Instructions Replaces ENF-039 dated March 1, 2015	Effective Date February 24, 2026

I. PURPOSE

Establish guidelines for conducting periodic meetings at the staff, district and squad levels.

II. POLICY

All applicable commanders shall conduct training updates and informational meetings with personnel as needed or as outlined in this procedure.

III. PROCEDURE

A. Commanders at all levels are encouraged to conduct staff meetings, as needed, to facilitate the dissemination of information and discuss pertinent issues.

B. District commanders should conduct a district-wide meeting at least two (2) times annually.

1. Such meetings shall be attended by all enforcement personnel assigned to that district. Professional staff at the district shall attend when matters pertaining to them are discussed.

2. District Commanders shall document who is in attendance at the meeting.

3. An agenda outlining the topics of discussion shall be developed and then filed at the district.

a. Though the specific agenda will vary for each meeting, certain topic areas should be addressed at each meeting.

(i) Discussion of legal updates;

(ii) Discussion of problems relating to traffic and criminal matters.

(iii) Review progress toward Department and district goals and objectives.

(iv) Training updates to supplement formal training sessions.

C. Squad meetings should be conducted on a quarterly basis at an appropriate time as to not disrupt operational needs and cover necessary information.

D. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.