

	STANDARD OPERATING PROCEDURE <small>State Form 39870 (R/S-06)</small>	Reference Number ENF-039
	Subject Staff, District, Squad Meetings – Training Updates	
	Special Instructions Replaces ENF-022 dated January 21, 2012	Effective Date March 1, 2015

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 three (3) times annually.

1. Such meetings shall be attended by all enforcement personnel assigned to that district. Civilian employees 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.

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

a. Discussion of legal updates.

b. Notification and discussion of new regulations, rules, policies and procedures.

c. Discussion of problems relating to traffic and criminal matters.

d. Review progress toward Department and district goals and objectives.

e. Training updates to supplement formal training sessions.

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

Squad meetings shall cover all necessary information and may include items from section III. B. 4. a-e.

D. Training updates must be well structured and reflect the needs of the Department while being flexible enough to fit into a district/squad meeting setting. Such training shall be of a short duration designed to supplement all other formal training for enforcement personnel.

1. Such updates can be accomplished through hands-on training, demonstrations, printed materials and videos from the district video library.

2. Training updates may be conducted by either supervisors and/or certified instructors, using information and techniques approved by the Training Section.

3. A record of each officer's training updates should be entered into the Training Records Database located on the SharePoint site.

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