




# City of Manassas Police Department General Duty Manual



Effective Date: 05-10-2005	<b>GENERAL ORDER</b>	Number: 01-18
Subject: Staff Meetings		
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds <input checked="" type="checkbox"/> Reviewed: 05-25-2018 General Order 1-18 Dated: 1-4-2001		Reevaluation: <input type="checkbox"/> 1 yr. <input type="checkbox"/> 18 months <input checked="" type="checkbox"/> N/A
Accreditation Standards: 12.1.4	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 3

## PURPOSE:

To delineate procedures to enhance communications, cooperation, and coordination among all agency functions through the use of staff meetings.

## POLICY:

Regularly scheduled staff meetings should occur for the express purpose of assessing Department operations, evaluating section and personnel performance, disseminating information to all divisions and sections, discussing problems or issues, and making collective decisions to formulate organizational policy in the best interest of the Department's goals and objectives.

## DISCUSSION:

N/A

## PROCEDURE:

### I. Command Staff Meetings

- A. Command Staff Meetings are held at the discretion of the Chief of Police.
- B. The Chief of Police meets with the Division Commanders at Command Staff Meetings.
- C. The Chief of Police may require attendance by other key personnel.
- D. Attendance is mandatory unless excused by the Chief of Police.
- E. Those attending Command Staff Meetings are responsible for taking their own notes. The Chief of Police may instruct one member to take official notes if the issues being discussed are best served by documentation.
- F. Supervisory personnel are responsible for disseminating staff meeting information to the members under their command.

### II. Senior Staff Meetings

- A. Senior Staff Meetings are normally held on Thursday mornings, on a weekly basis.
- B. The Chief of Police meets with the Division Commanders, the Office of Professional Standards Lieutenant, Technical Services Sergeant, and Records Manager.
- C. The Chief of Police may require attendance by other key personnel.
- D. Attendance is mandatory unless excused by the Chief of Police.
- E. Those attending Senior Staff Meetings are responsible for taking their own notes. The Chief of Police may instruct one member to take official notes if the issues being discussed are best served by documentation.
- F. Supervisory personnel are responsible for disseminating staff meeting information to the members under their command.

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### III. Bimonthly Departmental Staff Meetings

- A. Bimonthly Staff Meetings are normally held on Thursday afternoons. The Chief of Police or his designee presides over all bimonthly Staff Meetings.
- B. All supervisory personnel in the Department, representing all divisions and all sections of the Department attend bimonthly Staff Meetings.
- C. The Chief of Police may require attendance by other key personnel.
- D. Attendance is mandatory unless excused by the Chief of Police. Supervisors unable to attend may send a proxy whenever possible after advising the Chief of Police.
- E. It is the responsibility of all members present at a bimonthly Departmental Staff Meeting to:
  1. Be prepared with whatever information, documents, copies, etc. that are relevant to an announced topic of the meeting.
  2. Be prepared to discuss General Orders due for reevaluation.
  3. Have reviewed or otherwise prepared to deal with announced topics.
  4. Have accomplished and/or be prepared to report on any actions or situations as assigned from previous meetings.
  5. Take notes during the meeting for future use to accurately disseminate information to subordinates.
  6. Bring to the attention of staff any new business or issues that affect the morale or efficiency of their section or the Department as a whole.
- F. One member will be assigned to take official notes and minutes of the meeting. Such notes are transcribed and distributed at a later date, to all members of the Department.
- G. Supervisory personnel are responsible for discussing staff meeting minutes with the members under their command.

### IV. Divisional Staff Meetings

- A. Division Commanders schedule Divisional Staff Meetings. All supervisory personnel within a division or supervisors of selected sections attend Divisional Staff Meetings.
- B. Other key personnel may also be required to attend.
- C. Attendance is mandatory unless excused by the Division Commander. Supervisors unable to attend may send a proxy whenever possible after advising the Division Commander.
- D. Division Commanders schedule Division Staff Meetings on at least a quarterly basis.
- E. Meetings are generally scheduled prior to, or following the monthly Department Staff Meeting, but may be scheduled on other days of the Division Commander's choosing.
- F. It is the responsibility of all members present at a Divisional Staff Meeting to:
  1. Be prepared with whatever information, documents, copies, etc. that are relevant to an announced topic of the meeting.
  2. Be prepared to discuss General Orders due for reevaluation.
  3. Have reviewed or otherwise prepared to deal with announced topics.
  4. Have accomplished and/or be prepared to report on any actions or situations as assigned from previous meetings.
  5. Take notes during the meeting for future use to accurately disseminate information to subordinates.
  6. Bring to the attention of staff any new business or issues that affect the morale or efficiency of their section or the Department as a whole.
- G. The Chief of Police may attend Divisional Staff Meetings as necessary and/or call a meeting with more than one division or sections thereof.
- H. Division Commanders may assign one member to take official notes and minutes of the meeting. Such notes are only transcribed as necessary for dissemination of information or making collective decisions.
- I. Division Commanders meet with selected sections or personnel within their divisions as necessary but normally more frequently than monthly.
- J. Supervisory personnel are responsible for disseminating staff meeting information to the members under their command.

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**V. Section Staff Meetings**

- A. Sergeants and other supervisors meet with subordinate personnel following a bimonthly Departmental Staff Meeting or Divisional Staff Meeting to pass on information.
- B. Sergeants and other supervisors meet with sections or other selected personnel as needed to accomplish the goals and objectives of the Department.

Attachments: N/A.

Index as: Staff Meetings.

References: N/A.