

STOCKTON POLICE DEPARTMENT

GENERAL ORDER

STAFF MEETINGS
SUBJECT

DATE: March 1, 2005

NO: A-6

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

INDEX: Staff Meetings
Formal Staff Meetings
Meetings, Command Staff

I. POLICY

The Stockton Police Department shall schedule formal staff meetings on a regular basis. Division Captains will rotate as meeting facilitators.

II. PURPOSE

The goal is to maximize efficiency, increase productivity, and enhance employee relations by adopting a staff meeting format. Avenues of two-way communication will result which should improve employee morale.

III. PROCEDURE

- A. Formal staff meetings will be scheduled by the Chief's Office, and a Captain will be assigned a specific date as the Staff Meeting Facilitator.
1. Staff meeting attendance is mandatory. They shall be attended by the following:
 - a. Chief of Police
 - b. Assistant Chiefs of Police
 - c. Deputy Chiefs of Police
 - d. Captains
 - e. Lieutenants
 - f. Police Planner
 - g. Fiscal Affairs Budget Analyst
 - h. Others, as designated
 2. If a staff member is unable to attend, the Captain in charge of the meeting shall be notified.
- B. On a rotational basis, the Captain is responsible for the following:
1. Meeting location
 2. Agenda
 3. Speakers/Presentations
 - a. Two weeks prior to the meeting date, the facilitator should request items for the agenda. Generally, a staff meeting should be scheduled from 0800-1200 hours. Meeting facilitators are encouraged to be creative and make this effort worthwhile.
- C. The meeting facilitator shall complete an agenda in advance of the scheduled meeting. It will be distributed to all Divisions/Sections a reasonable time before the scheduled meeting. Commanders shall post the agenda in their Division/Section. The agenda shall be discussed within each unit prior to the Staff Meeting. Division/Section Commanders shall solicit questions on operations/procedures and be prepared to discuss issues raised by their subordinates.

- D. It is **suggested** the following personnel make a **brief** presentation at each staff meeting:
1. Captains
 2. Lieutenant - Investigations Division
 3. Lieutenant - Special Investigations Section
 4. Lieutenant - Personnel and Training Section
 5. Lieutenant - Traffic Section
 6. Police Planner
- (a) If more than 15 minutes is required for a presentation, arrangements shall be made with the meeting facilitator. Division/Section Commanders may utilize assigned staff to assist in their presentation.
- (b) Generally, the information exchanged during the presentation should be useful to others as a "management tool." Information such as the number of calls for service responded to per month, patrol car response times, crime clearance rates, crime series, etc., should be included.
- E. Within ten (10) working days, Division/Section Commanders shall provide feedback detailing the staff meeting to all their Division/Section personnel. This may be accomplished at briefing, Division/Section meeting, etc.