

GENERAL ORDER 12.2.1

Staff Meetings

GENERAL ORDER CROSS-REFERENCE: None.

SUMMARY

Describes Staff Meetings.

DISCUSSION

Good communications are vital to the operation of any organization. To that end, the Springfield Police Department holds regular staff meetings to share information and concerns and to decide matters of mutual interest.

POLICY

I

Command Staff meetings shall be scheduled weekly. Command Staff members required to attend are: the Chief of Police, each division lieutenant, Professional Standards Sergeant, Administrative Sergeant, Police Office Supervisor, and Management Analyst.

Command Staff meetings are open to all Department members.

II

Command Staff meetings shall provide information sharing opportunities for each division regarding budget, policy, training requests, operations, department objectives, and administrative responsibilities.

The Chief of Police will chair the command staff meeting.

III

Patrol Sergeants' meetings shall be held at least quarterly or as otherwise designated by the Patrol Division Lieutenant. The Patrol Division Lieutenant and all patrol sergeants shall attend.

Patrol Sergeants' meetings are open to all Department supervisors

IV

Daily briefings shall be held in Investigations. A briefing shall be held for each oncoming watch in Patrol. Members of the respective units are required to attend.

Briefings are open to all Department members.

V

Supervisors of other units are encouraged to hold regular meetings with their units to exchange information and concerns.

Richard L. Lewis
Chief of Police