

	POLICY & PROCEDURE	SERIES # 633	PAGE 1 OF 3
	SUBJECT		EFFECTIVE DATE
	STAFF/COMMITTEE MEETINGS		8/15/98
			OVERSIGHT Support Services
DISTRIBUTION	AMENDS/SUPERSEDES/CANCELS		
ALL MANUALS	P&P # 633 dated 2/9/90		

I. PURPOSE:

The purpose of this policy is to establish procedures for conducting Division Staff meetings and other special purpose meetings.

II. POLICY:

It shall be the policy of the Division to encourage open communications and exchange of ideas. The exchange of information and ideas is best accomplished through staff meetings and work groups. In addition, communication, coordination, and cooperation is mandated among all agency functions.

III. DISCUSSION:

The lack of open lines of communication can be the primary factor in the non-attainment of organizational goals and the creation of low morale on the part of organization personnel. This policy and procedure is promulgated to enhance the formal and informal communication flow within the Hampton Police Division, and is not intended to subvert the established chain of command within the Division. Lines of communication should be vertical as well as horizontal and reciprocal. Staff meetings and committee groups are only one means of exchanging information and ideas. Interaction between Branches, Services and Units is encouraged. Every effort must be made to reduce rumor and "grapevine" information.

IV. PROCEDURE:

A. Staff Meeting Defined

A staff meeting is a regularly scheduled meeting of key staff personnel to discuss problem areas and exchange information relative to the attainment of organizational goals.

B. Special Purpose Meeting Defined

A special purpose meeting is generally made up of a selected group of personnel formed to seek a solution to a problem or study a particular issue.



This group is formed on an “as needed” basis and is disbanded upon completion of the project assigned and recommendation submitted. These groups may be called Task Force, Committee, Ad Hoc, or Work Group. These groups serve at the discretion of the Chief.

- C. Branch and Service commanders are encouraged to conduct staff meetings when practical. Other sub-units should conduct staff meetings on an as needed basis. Regularly scheduled staff meeting agendas will be cross-fed to the Chief and Branch Commanders.
 1. The Chief of Police will convene staff meetings of key staff personnel. Other selected personnel may be invited to a staff meeting to discuss selected topics. All items to be discussed should be submitted to the Chief’s office for inclusion on the agenda not later than two (2) duty days prior to the scheduled staff meeting. Task items will be assigned to the responsible individual who will provide a response to the Chief.
 2. Branch Commanders’ staff meetings will be held at the convenience and discretion of the Commanders. The format of a meeting is at the discretion of the Commander. However, an agenda for all meetings will be submitted to the Chief’s Office. Service Commanders, upon assigning tasks, will give completion dates.
 3. Task Force, Committees, Ad Hoc, and other group meetings will be held at the discretion of the appointed chairperson. Minutes of each meeting will be recorded and forwarded to the appropriate authority within five (5) working days. A detailed report of committee/group finding and recommendations will be forwarded to the Chief’s Office within ten (10) working days after completion of all committee work.
 4. Task Forces, Committees, and Ad Hoc appointed by Branch Commanders or other appropriate authority should establish goals, objectives and reporting guidelines.
 - a. Task Forces developed through Memorandum of Understanding, or a mutual agreement among agencies, shall establish and specify criteria for utilization. This process shall include the following activities:
 1. The purpose of the Task Force will be identified. This will include specific problems to be resolved and activities performed to operationalize the Task Force.
 2. There shall be delineation of authority and responsibilities which are clearly defined, which will identify accountability.
 3. Necessary resources will be identified and provision shall be made by participating agencies to dedicate resources as agreed and appropriate.

4. An evaluation process will be undertaken. This evaluation may be used as a justification for the continuation of the Task Force or as a measure of the effectiveness of activities at the conclusion of Task Force operations.

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