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.