

TITLE: STAFF MEETINGS

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PURPOSE

The purpose of this directive is to establish guidelines, which will ensure that certain minimum levels of direct communication occur.

Properly orchestrated and participatory meetings of Departmental Staff are to be held within the Department on a routine, regularly scheduled basis.

DISCUSSION

Staff meetings should have an agenda prepared noting topics and/or problems requiring discussion, including any old business carried over from previous meetings.

Facts necessary for the resolution of problems should be gathered, organized and transmitted to staff members ahead of time to allow them an opportunity to study the material beforehand.

POLICY

It will be the Policy of the Santa Fe Police Department to encourage Supervisors and Managers to conduct staff meetings and adhere to the following procedures when appropriate.

PROCEDURE**SUPERVISOR RESPONSIBILITY**

8.1.01 All supervisors and managers whether sworn or non-sworn, are responsible for assessing the need, scheduling of, and conducting staff meetings, on at least a quarterly basis.

A. Assessing the need for staff meetings can be based on:

1. The need for training, evaluation of operational progress, and problem solving.
2. The need, on a routine basis for progress reports, direction, staff and individual work, and briefings.
3. The need to respond to a particular task may require the formation of a committee or task force.
4. The need to provide liaison with other departmental components for the purpose of enhancing program coordination.

B. When scheduling staff meetings, supervisors should provide:

1. Enough lead-time to prepare for the meeting and allow employees time to respond.
2. Prior notice to participating employees regarding their area of responsibility, reports due or required, and notification of their immediate supervisor.
3. When scheduling department-wide staff meetings, a meeting notice specifying time, place, agenda, and materials and also procedures for persons to confirm receipt of the meeting notice will be placed into the special orders folder, with all commanders initialing this memorandum.

TYPES OF STAFF MEETINGS**8.1.02 Executive Staff Meetings**

A. The Chief of Police or his/her designee (through chain of succession/command) shall attend scheduled Executive Staff meetings at the direction of the Santa Fe City Manager. Information obtained at the citywide meetings shall be disseminated to Police Department Senior Staff as indicated below.

B. Procedures for Executive Staff meetings will be in accordance with directives set forth by the City Manager.

8.1.03 Mini Staff Meetings

- A. Mini staff meetings shall be held twice a week in the Chief's office.
- B. Attendance at these meetings is mandatory for the Chief, Deputy Chiefs, Captains, Office Manager, Special Investigations Lieutenant, and Professional Standards Lieutenant.
- C. The purpose of these meetings is to discuss pertinent issues, team building and problem solving, and is governed by the latest issues affecting the Department.

8.1.04 Senior Staff Meetings

- A. Senior staff meetings shall be held on a weekly basis in the Conference room at the Santa Fe Police station.
- B. Additional staff meetings may be scheduled at the direction of the Chief of Police, should the need arise for briefing of staff, obtaining input, in any emergency, or if otherwise necessary to assure smooth operation of the Department.
- C. Attendance is mandatory for Chiefs, Captains, Lieutenants and Section Supervisors from each component. In the event a senior staff member is unable to attend, due to illness, injury, absence, or special assignment he or she will assure that a designee from their section or unit is in attendance.
- D. The purpose of these meetings is to discuss and participate in collective problem solving as well as to promote more effective communication throughout the department.

8.1.05 Procedures for Senior Staff Meetings

- A. The meeting will be called to order at the designated hour by the Senior Executive in attendance.
- B. He/she will then address each individual in attendance. At this time a Captain, Lieutenant, Section Supervisor, or designee shall present matters requiring the attention of staff. Topics of discussion may include, but shall not be limited to, the following:
 - 1. Daily report to the Chief
 - 2. City policies affecting personnel.

- 3. Staffing of all policies and procedures to meet New Mexico Accreditation Program standards prior to the effective date of the directive.
- 4. Staffing of proposed goals and objectives submitted by the various components for the "one year plan".
- 5. Departmental policies affecting personnel.
- 6. Planning issues.
- 7. Training issues.
- 8. General concerns of personnel for clarification, proposed minor changes, etc.
- 9. Concerns regarding specific components.
- 10. Matters requiring group problem solving.
- 11. Contract issues.
- 12. Certain matters require confidentiality, discretion, or special handling by the appropriate personnel. Items of this nature will not be specifically discussed in any way, which might breach a confidence or hamper effective supervision/control. Matters deemed inappropriate for discussion shall be as follows:
 - a. Disciplinary or corrective matters involving a particular individual.
 - b. Specific information concerning Internal Affairs Investigations that has been deemed to be confidential.
 - c. Matters that are appropriately solved through the Chain of Command, rather than in a forum type setting.
 - d. Specifics regarding tactical or confidential operations.
 - e. Specific personnel matters that require any degree of confidentiality.
- 13. The senior executive officer conducting the meeting shall then present any matter he/she deems appropriate and brief those present on issues brought up at the Executive Staff meeting.

8.1.06 Commanders Meetings

- A. Commanders meetings may be held on a quarterly basis or more frequently, when the need arises.
- B. Personnel required to attend may include Division Directors, Lieutenants, and Sergeants or civilian first-line supervisors. A memorandum with a Special Order number assigned shall be placed in the folder in the briefing room that lists the date, time, and place of the meeting as well as a list of the personnel required to attend. A copy of that memorandum will be sent to each affected member for his or her reference.
 - 1. If affected personnel will not be on duty with sufficient time to read the special orders, the Chief’s secretary will notify the appropriate personnel by telephone.
- C. The purpose of these meetings shall be to advise supervisory personnel of matters impacting the entire department, major changes in policy or structure, or those matters the Chief of Police deems appropriate.

8.1.07 Procedures for Commanders’ Meetings

- A. The meetings shall be set by the Chief of Police or his/her designee, depending upon the matters requiring notice and/or discussion.
- B. The meeting shall be called to order by the Chief or the presiding senior staff designee.
- C. The presiding member shall present the necessary information and upon conclusion, open the matter for questions and/or discussion.
- D. If there are multiple items requiring attention, the presiding staff member shall have the option of holding all questions/discussion until the briefing is concluded.
- E. Personnel in attendance shall maintain decorum and exhibit appropriate professional attitudes. Only the person recognized by the presiding staff member will speak to allow recording of minutes by the Chief’s secretary.
- F. The Chief’s secretary shall transcribe the minutes of each Commander meeting and copies will be routed to all personnel who attended.

The Chief’s secretary will keep the minutes on file for a period of one year, at which time they will be archived.

8.1.08 Tactical/Special Event Meetings

- A. Situational meetings shall be held at the direction of the Chief of Police to address specific events or operations.
- B. Notice will be given to the personnel required to attend in the same manner as that used for Commanders’ meetings.
- C. The purpose of these meetings is to disseminate necessary and/or confidential information concerning special occurrences, special events, tactical plans, and/or assignment packets for personnel involved in same.
- D. The procedures for these meetings will be set by the Chief of Police or his/her designee depending on an assessment of the particular situation being addressed.

Drafted (awm)01/03

APPROVED: _____



BEVERLY K. LENNEN
Chief of Police

DATE: _____

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