

PORT HURON POLICE DEPARTMENT POLICY AND PROCEDURAL ORDER

		ORDER NO: 12-02
SUBJECT: Staff Meetings		
EFFECTIVE DATE: Aug. 16, 1991	DISTRIBUTION: A	REVIEWED: 12/16/19 REVISED:
REQUIREMENTS: NONE		
ISSUED BY: Chief Joseph A. Platzer		FORMS: NONE

I. PURPOSE

The purpose of this order is to establish a policy that establishes staff meetings as an important part of our organizational approach to solving problems, addressing issues and receiving feedback up, down and across the chain of command.

II. POLICY

It is the policy of the Port Huron Police Department to have staff meetings on a periodic basis. Staff meetings are to be used to receive and convey information to department members at various levels in the organization.

III. DEFINITION

Staff Meetings: Oral group communication to impart information, solve a problem or adjust differences of opinion.

IV. PROCEDURES

A staff meeting of all sergeants, lieutenants, captain, civilian supervisors and the chief will be held quarterly or sooner if there are current issues to be discussed. Cancellation or rescheduling of staff meetings may be authorized by the chief of police for lack of an agenda. Notice of such changes will be made as soon as possible.

- A. Anyone who has a suggestion for a topic to be covered at the meeting should submit their suggestion to the chairperson of the next meeting approximately six days prior to the meeting.
- B. An agenda for a regularly scheduled command staff meeting will be published approximately five days prior to the meeting.

- C. The chairperson for each meeting will be the police captain.
- D. Meetings will be mandatory except for person(s) on vacation, or excused by the chief or captain.

#