



Town of Lexington

Police Department

Subject: Staff Meetings	
Effective Date: 11-1-2011	Review Date: Annually
By Order of: Mark J. Corr, Chief of Police	

Policy & Procedure

12C

GENERAL CONSIDERATIONS AND GUIDELINES

A staff meeting is a formal meeting of command staff and other key members of the Department, designed to provide a forum for the exchange of information. In most cases, a staff meeting is held for one, or more, of the following reasons:

- To assess Department operations;
- To evaluate shift and personnel performance;
- To disseminate information to all components of the Department;
- To discuss problems or other issues; or
- To make collective decisions and/or formulate organizational policy.

The **Command Staff** means all officers from the rank of Sergeant and above, as well as the Office Manager. Staff meetings will typically involve the entire command staff. Meetings may be held with subdivisions of the command staff, and may also be opened to all other groups for specific issues.

I. PROCEDURES

A. Scheduling and Attendance

1. Staff meetings will be scheduled by the Chief of Police in a manner that will minimize scheduling conflicts and insure maximum attendance. The Chief shall have the discretion of determining how frequently staff meetings will be scheduled. Absent an emergency, the Chief will schedule meetings with a minimum of two weeks notice.

2. Prior to a scheduled staff meeting, the Chief shall issue a **Memorandum**, which will give the following information:
 - a. The date, time and location of the meeting;
 - b. The personnel required to attend the meeting. These may include:
 - a. Any or all command staff personnel,
 - b. Other Department members or employees, or
 - c. Any individual from outside the Department whose attendance is required or authorized by the Chief.
3. Any person may be excused from attending the staff meeting by the Chief or his designee for a valid reason.

B. Responsibilities

1. Every member who is scheduled to attend a staff meeting may submit, in writing, topics for discussion during the meeting. These written proposals should be submitted on or before a designated date.
2. Prior to the meeting, the Chief shall distribute to each member a staff meeting agenda. The issues outlined in the agenda will form the basis of discussion for the staff meeting.
3. All members should actively participate in the discussion and development of issues.
4. The Chief may resolve issues at the meeting or may take issues under advisement for future resolution. If the Chief takes an issue(s) under advisement, he will notify the staff of any decision made. Such notification will be made by memorandum within a reasonable period of time following the staff meeting.
5. All members of the Command Staff have an obligation to share supporting and opposing points of view. It is equally important for all members to have a clear understanding of each agenda item before the meeting concludes. {It is the obligation of each staff member to follow-up with the Chief of Police, or his designee, if they do not understand directives, information to be shared with other Department members, or any other conclusion that comes from the Staff meeting.}
6. Command Staff members who fail to present opposing view points at a staff meeting so the merits can be thoughtfully discussed, should not after the meeting criticize or offer commentary that is damaging to a consensus formed at the staff meeting. From time to time, command

staff officers will be asked to implement and comment constructively on ideas and programs that they may not completely agree.

7. Although staff meetings may be regularly scheduled, command staff officers should at any time bring pressing issues and /or new information to the attention of a Captain or the Chief of Police.