

BERKELEY POLICE DEPARTMENT

DATE ISSUED: August 17, 1993

GENERAL ORDER M-5

SUBJECT: MANAGEMENT MEETINGS AND DEPARTMENTAL MEETINGS

PURPOSE

- 1 - The purpose of this General Order is to establish a policy and procedure for Berkeley Police Department management meetings and Departmental meetings.

POLICY

- 2 - Effective meetings are an important part of effective organization process. Therefore, the Chief of Police will convene at least two management meetings per week with members of the command staff to plan and review the operations of the Department.
 - (1) The command staff are those members of the Department who occupy the sworn positions of Captain and Lieutenant or the equivalent non-sworn positions.

Departmental meetings are for all sworn and non-sworn members of the Berkeley Police Department and will be convened at the direction of the Chief of Police.

PROCEDURES

- 3 - Captains Meeting: The Chief of Police will convene a **weekly** meeting with the Department's four Captains.
 - (a) **Generally, this meeting takes place the last day of each work week.**
 - (b) **Designated staff (i.e., Bureau of Inspection and Control Lieutenant, Internal Affairs Sergeant(s), etc.) will participated, if so requested, in order to deal with particular issues that might arise (i.e., budget reports, Internal Affairs matters, etc.)**
 - (c) Other members of the Department may be directed to attend in order to make presentations or provide information on issues pertaining to Departmental, administrative or operational needs.
- 4 - Command Staff Meetings: The Chief of Police will convene a command staff meeting on the **first** regular work day of each week. The Captains, all on-duty Lieutenants, **and Sergeants representing the Community Services Bureau and the Internal Affairs Bureau** are regular participants.
 - (a) **Other members of the Department may be directed to attend in order to make presentations or provide information on issues pertaining to Departmental, administrative or operational needs.**

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- 5 - Departmental Meetings: The Chief of Police will convene Departmental meetings in those instances where the subject matter is of major interest or concern to all members of the Department.

Reference: CALEA Standards