



GENERAL ORDER



SERIES	NUMBER	EFFECTIVE DATE
101	11	February 10, 19
DISTRIBUTION		C
ORIGINATING UNIT		PDD

SUBJECT:

Organizational Staff Meetings and Departmental Staff Conferences

It is the policy of this department that organizational staff meetings and departmental staff conferences for officials be conducted for the purpose of promoting internal communication and coordination among all elements of the department at each level of command. Such meetings and conferences provide a conducive atmosphere for the interchange of information not found in written directives or reports. They also encourage the development of innovative approaches to the solution of problems and the prevention and detection of crime. The purpose of this order is to establish the procedures for conducting such organizational staff meetings and departmental staff conferences. This order consists of the following part:

PART I Responsibilities and Procedures for Supervisory and Command Personnel

- A. Staff Meetings of the Chief of Police.
- B. Staff Meetings of the Assistant Chiefs of Police.
- C. Staff Meetings of the Division Commanders or Directors and District Commanders.
- D. Staff Meetings Minutes.
- E. Departmental Staff Conferences.

PART I

A. Staff Meetings of the Chief of Police.

1. The Chief of Police shall meet at least once every two (2) weeks with the Assistant Chiefs of Police, the General Counsel and the Director, Planning and Development Division.
2. The Chief of Police shall determine both the time and place of the staff meetings.
3. The Assistant Chiefs of Police, the General Counsel and the Director, Planning and Development Division, shall attend the staff meetings if on duty. In the event an official is unable to attend, he or she shall designate an alternate official to attend as his or her representative.

B. Staff Meetings of the Assistant Chiefs of Police.

1. Each Assistant Chief of Police shall meet at least once every two (2) weeks with designated subordinate commanders.
2. The Assistant Chief of Police shall determine both the time and place of the staff meetings.
3. In the event that a designated subordinate commander is unable to attend, he or she shall designate an alternate official to attend as his or her representative.

C. Staff Meetings of the Division Commanders or Directors and District Commanders.

1. Each division commander or director and district commander shall meet at least once every two (2) weeks with all Lieutenants, Captains and comparable civilian managers within their division or district.

2. Each division commander or director and district commander shall ensure that a staff meeting is held at least once a month for all sergeants and comparable civilian managers within their division or district. These meetings may be held in conjunction with the meetings required in C1 above.

3. The division commander or director and district commander shall determine both the time and place of the staff meetings.

4. In the event that a subordinate official or supervisor is unable to attend a staff meeting, he or she may designate an alternate to attend as his or her representative.

D. Staff Meeting Minutes.

1. The Chief of Police, Assistant Chiefs of Police, division commanders or directors and district commanders shall be responsible for the preparation of meeting minutes for each staff meeting held in compliance with this order.

2. Staff meeting minutes shall include a summary of all issues discussed and decisions reached unless the issue is of a confidential nature.

3. The staff meeting minutes shall be submitted to the official's immediate supervisor and to the Director, Planning and Development Division, within five days of the staff meeting.

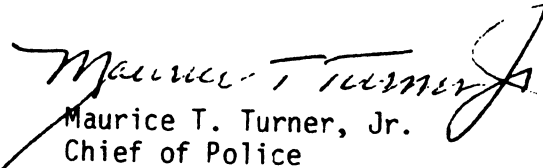
4. Each official holding staff meetings shall establish a staff meeting minutes file for his or her unit. A copy of all minutes of staff meetings held by the official shall be maintained in the file.

5. The Director, Planning and Development Division, shall establish and maintain a staff meeting minutes log book. All staff meeting minutes received shall be entered into the log book and, filed in the appropriate file, Administrative Files Section, Planning and Development Division.

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E. Departmental Staff Conferences.

1. At the direction of the Chief of Police, the Administrative Services Officer shall initiate arrangements for each conference; publish appropriate instructions and information prior to the conference; and shall prepare a report detailing the results of the conference.
2. The bureau heads shall select the officials who will organize the conference, and additional ranking officials to monitor each conference.
3. Officials involved in the planning of each conference shall be detailed to the Administrative Services Officer for the required time.
4. Sergeants, Lieutenants and Captains shall be alternately selected by their commanding officers to attend each such departmental staff conference.


Maurice T. Turner, Jr.
Chief of Police

MTT:CEB:jtw

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1. REQUEST FOR <input type="checkbox"/> LOCAL LOOKOUT <input type="checkbox"/> INTERSTATE TT <input type="checkbox"/> ADMINISTRATIVE TT <input type="checkbox"/> DETAIL (See Reverse)	2. TYPE <input type="checkbox"/> ORIGINAL <input type="checkbox"/> EXPEDITE <input type="checkbox"/> ADDITIONAL <input type="checkbox"/> CANCEL <input type="checkbox"/> CORRECTION <input type="checkbox"/> REPEAT <input type="checkbox"/> REPLY	3. COMPLAINT NUMBER	6. DATE OF REQUEST December 27, 2006
		4. UNIT NUMBER 202-727-4295	7. REQUESTING ELEMENT O.S.C.
		5. <input type="checkbox"/> NOT FOR THE PRESS	8. <input type="checkbox"/> FLASH TT REQUESTED

9. TO
THE FORCE

10. NAME OF WANTED PERSON	11. WANTED BY	12. CHARGE
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13. COMPLAINANT=S NAME	14. COMPLAINANT=S ADDRESS
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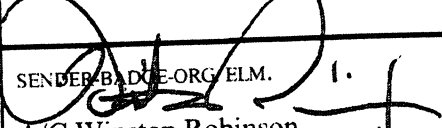
15. DESCRIPTION OF WANTED PERSON OR MESSAGE

At the direction of Cathy Lanier, Chief of Police (Designee); the following changes in the schedules for the "Command Phone Conference Call" and "Crime Briefings" will be implemented:

- Effective January 2, 2007, the "Command Phone Conference Call" will be held Tuesday through Thursday at 0800 hours.
- Effective January 5, 2007, "Crime Briefings will be held on Mondays and Fridays from 0800 hours to 1000 hours.

All previously designated members, sworn and civilian, who engaged in the "Command Phone Conference Call and or attended the "Crime Briefings" shall continue to participate as outlined above.

Any questions concerning this message shall be directed to Assistant Chief Winston Robinson.

SENDER-BADGE-ORG/ELM.  A/C Winston Robinson	AUTHORIZED BY-BADGE-ORG.ELM. Cathy Lanier Chief of Police (Designee)	BUREAU HEAD=S APPROVAL
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REMARKS	COMMUNICATIONS DIVISION USE ONLY	
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