

La Plata Police Department – General Orders

	Title: Inter-Departmental Communication	Order #: 319		
	Effective Date: July 30, 2015 Original Issue:	Review Date:		
	<input checked="" type="radio"/> New			<input type="radio"/> Amends <input type="radio"/> Rescinds
Approved by: Chief Carl Schinner			CALEA 5 th Edition	
CALEA Standard: 12.1.4			Pages: 1	

- 01 POLICY:** It is the policy of the La Plata Police Department to encourage coordination, cooperation and support the exchange of information (communication) among all Department functions and personnel for the purpose of coordinating activities.
- 02 PROCEDURE:** Methods and procedures which can enhance interdepartmental communication, coordination and cooperation include:
- A. Command Staff Meetings:**
1. Normally held on a weekly basis;
 2. Chaired by the Chief of Police or his/her designee;
 3. Both divisions are represented by Commanders or their designees, to ensure coordination, cooperation and communication; and,
 4. Minutes will be kept of this meeting.
- B. General Supervisor Meetings:**
1. Held on an as needed basis as called by the Chief of Police or his/her designee;
 2. Chaired by the Chief of Police or his/her designee;
 3. All supervisors from the rank of corporal and above are encouraged to attend;
 4. A round table discussion will be held at the end of each meeting to ensure coordination, cooperation and communication between all three division; and,
- 5.** Minutes will be kept of this meeting.
- C. Patrol Supervisor Meetings:**
1. Will be held on an as needed basis;
 2. Chaired by Operations Commander;
 3. Attended by patrol supervisors, who may be excused by the Division Commander with prior approval and the assurance that the squad corporal will be in attendance;
 4. A round table discussion will be held; and,
 5. Minutes will be kept of this meeting.
- D.** Attendance by investigative personnel at patrol briefings: On an as needed basis investigators are encouraged to attend patrol roll calls to ensure coordination, cooperation and communication on active investigations.
- E.** Utilization of both formal and informal memorandums; and,
- F.** Utilization of electronic mail (email) and voice mail.