	DEPARTMENT OF PUBLIC SAFETY LAW ENFORCEMENT ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: July 7, 2008	POLICY NO.: LAW.01.05
		SUPERSEDES (Policy No. & Date): 4-21-95	
SUBJECT: STAFF MEETINGS		Page 1 of 3	

1.0 PURPOSE

To establish guidelines for channels for communication within Law Enforcement operations.

2.0 REFERENCES

Hawaii Revised Statutes, Chapter 353C-2, Director of Public Safety, Power and Duties.

3.0 POLICY

To facilitate staff communications and the management process, staff meetings shall be held weekly. Minutes shall be kept as a record of the administrative and operational functioning of law enforcement operations and serve as a chronicle for administrators and the Deputy Director for Law Enforcement aware of problems, regulations, and accomplishments.

4.0 PROCEDURES

.1 Law Enforcement Sections Located on Hawaii, Maui and Kauai

- a. The section Supervisor shall preside at these weekly meetings and assign a staff member to take and transcribe the minutes.
- b. Within three working days from the meeting date, a copy of the minutes shall be sent to the Deputy Director for Law Enforcement, from the section Supervisor, through the chain of command, i.e., the Branch Administrator and Division Administrator (Sheriff, Chief Administrator)
- c. For those sections where it may be difficult to assemble all staff for weekly meetings due to their geographic location, the section supervisor shall still be responsible for forwarding a weekly report to the Deputy Director for Law Enforcement covering the subjects listed in section 4.3 below (staff meeting agenda).

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.2 Law Enforcement Divisions Located on Oahu

- a. The Division Administrator shall preside at these weekly meetings and assign a staff member to take and transcribe the minutes.
- b. As a minimum, Branch Administrators and section heads shall attend these meetings.
- c. Within three working days from the meeting date, a copy of the minutes shall be sent to the Deputy Director for Law Enforcement from the Division Administrator.

.3 Staff Meeting Agenda

The agenda at these weekly meetings, which staff shall come prepared to discuss, shall include the following, as a minimum:

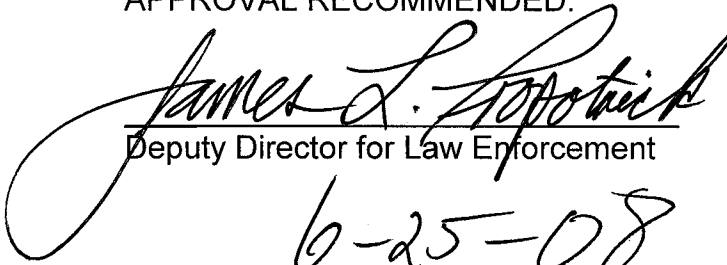
- a. New or revised Department policy that has recently been promulgated.
- b. New or revised statutes.
- c. Problems encountered and plans for solving them.
- d. Number of arrests and reasons for.
- e. Accomplishments
- f. Schedule of work assignments.
- g. Happenings.
- h. Solutions to correct deficiencies
- i. Improvements made to operations or facilities.

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5.0 SCOPE

This policy applies to all law enforcement operations.

APPROVAL RECOMMENDED:


Deputy Director for Law Enforcement

Date

6-25-08

APPROVED:


Director

Date

7/07/08