



## Greenbelt Police Department – General Orders

	Title: <b>Inter-Departmental Communication</b>		Order #: <b>319</b>		
	Effective Date: April 17, 2015 Original Issue: April 27, 2006	Review Date: February 15, 2015 May 17, 2007			
	<input type="radio"/> New <input checked="" type="radio"/> <b>Amends</b>		<input type="radio"/> Rescinds		
Approved by: <b>Chief James Craze</b>			CALEA 5 <sup>th</sup> Edition		
CALEA Standard: 12.1.4			Pages: 2		

**01 POLICY:** It is the policy of the Greenbelt 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. All three 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 sergeant 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 Patrol Division Commander;

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3. Attended by patrol sergeants, 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.
  6. Personnel from other Divisions may attend at the pleasure of the Patrol Division Commander.
- 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.