
Leadership Meeting Procedure

212.1 PURPOSE AND SCOPE

The Union City Police Department will hold regularly scheduled department leadership meetings. These meetings will include both sworn and non-sworn supervisory staff, and managers.

The purpose of these meetings is to provide the following opportunities:

- Open dialogue regarding; morale of the department, policy and procedures, standards, and department training opportunities
- Supervisory/management level trainings
- Employee wellness
- Unit/Program updates
- Pre-meeting for first-line supervisors to discuss operational issues

212.2 LEADERSHIP MEETING AGENDA / FORMAT

Leadership meetings will follow a structured agenda ([See attached example: Leadership Agenda_UCPD 182](#)) and format. In general, a leadership agenda will be in the following order:

- Supervisory Round table
- Supervisory Brief
- Supervisor/Manager Training
- Agenda Items
- Good of the Order

212.3 CAPTAIN'S COA ROLE

- The Captain's COA is responsible for scheduling and booking of rooms and/or the use of virtual platforms to support leadership meetings.
- Ensure light refreshments are provided if an in-person meeting is being held.
- Two weeks in advance of a leadership meeting, the Captain's COA will send out a reminder to all Supervisors and Managers to seek agenda items from staff.
- Supervisors and Managers will be asked to submit agenda items solicited from staff to the Captain's COA.
- The Captain's COA will add submitted agenda items to the leadership agenda.
- One week in advance of a leadership meeting, the Captain's COA will send a 2ND email reminder out to all Supervisors and Managers to submit any agenda items. The proposed agenda will be included in this email.
- Ensuring a sign-in sheet or attendance record is maintained for attendees.

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- Attending the leadership meeting and taking notes in an approved format.
- Submitting the leadership notes to the Support Services Commander for review.
- Once reviewed/approved by the Commander, the Captain's COA will email the approved leadership notes to all employees.
- Saving the approved leadership notes, training material (if appropriate), and sign-in sheet to the M drive.

212.4 SUPERVISORS AND MANAGERS

- Unless pre-approved by a Division Commander, attendance at a scheduled leadership meeting is mandatory.
- Prior to the meeting, supervisors and managers will do the following:
 - Check with their respective employees/teams regarding questions/comments/concerns the employees would like brought to the attention of the leadership team.
 - Submit agenda items to the Captain's COA in a timely fashion.
 - Be prepared to discuss relevant cases, issues, and overall morale of the department.
- After a leadership meeting, unit supervisors and managers are responsible for reviewing the notes with their staff in briefings and when appropriate.

212.5 REVISIONS

Adopted: September 2, 2020

Revised: June 28, 2021

Revised: July 08, 2021

Attachments

Leadership Agenda_UCPD 182 .pdf



LEADERSHIP AGENDA

Date: Location:
1600 – 18:30 hours (subject to change)

Supervisor Roundtable

16:00 – 16:30 (Supervisors Only)

Supervisor Roundtable – is designed for supervisors to discuss relevant operational and organizational issues at a supervisory level. Command staff and managers are not typically present during the Supervisory Roundtable.

Supervisor Brief

16:30 – 16:45 (Supervisors & Managers)

Supervisor Brief – is designed to allow supervisors to provide arriving managers relevant updates on Supervisor Roundtable issues that were discussed and handled at the supervisory level.

Agenda Items

16:45 – 17:30

Agenda Items - Organizational and operational items requiring significant dialogue or designated training items should be placed on the agenda. These items should be submitted in advance of the meeting.

- Training Topic (designated training)
- Sample Item #2
- Sample Item #3

Good of the Order

17:30 – 18:00

Good of the Order – opportunity for each member of the supervisory and management groups to discuss organizational and operational issues that were solicited from other staff and/or that were not placed on the agenda.
