



COMMUNICATION, COORDINATION AND COOPERATION

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INDEX AS:

Written Directive System
Policy and Operations Manual

I. PURPOSE

The purpose of this policy is to establish procedures for communication, coordination, and cooperation among all agency functions and personnel.

II. POLICY

A policy is established to ensure the communication, coordination and cooperation among all Divisions and all levels within the Iowa City Police Department. The exchange of information is the cornerstones of efficient and effective police services that will increase departmental awareness of problem areas and assist in formulating solutions to those problems.

III. PROCEDURES: COMMUNICATION CONDUCTED BY SUPERVISORY PERSONNEL

Meetings shall be used to exchange information, provide a forum to present ideas, discuss problems, promote positive rapport between divisions, evaluate programs and performance, coordinate assignments across the divisions and throughout the department, and foster cooperation between the division through open discussion and planning. Meeting formats are discretionary and are generally structured in a manner that is appropriate to the personnel involved. A pre-planned and prepared agenda should be distributed to all meeting attendees twenty-four (24) hours in advance of the meeting. Agenda distribution is not necessary if the meeting is called to address emergency or unusual situations. Minutes shall be prepared for all meetings required by this procedure. Minutes from previous meetings should be available, upon request, at subsequent meetings to provide continuity to the informational process. If situations arise that impact the scheduling of a particular meeting, the staff person that called the meeting may cancel or reschedule. Supervisors shall be responsible for the dissemination of relevant material discussed in meetings to the employees they supervise.

The following meetings shall be held:

A. Command Staff Meetings: Command staff meetings shall be called by the Chief of Police or designee. Command staff meetings shall include the Chief of Police and captains. The Chief of Police, or his designee, may have additional personnel attend a command staff meeting. Command staff meetings shall be held weekly and cover at a minimum the following items:

1. Review from each division
2. Captain's items
3. Open discussion

B. Staff Meetings: Staff meetings shall be called by the Chief of Police or designee. Staff meetings shall include the Chief of Police, captains, lieutenants, sergeants, records supervisor and the chief's administrative coordinator. The Chief of Police, or his designee, may have additional personnel attend a staff meeting. Staff meetings shall be held monthly and may cover the following items:

1. Policies and procedures
2. Crime analysis and crime prevention
3. Patrol
4. Investigation
5. Support Services
6. Administrative Services
7. Awards and commendations
8. General operational functions
9. Personnel
10. CALEA items
11. Open discussion

C. Daily Watch Meetings: Watch meetings shall occur at the beginning of each watch. Daily watch meetings shall include on-duty watch supervisors, patrol officers and investigators when available. Daily watch meetings are intended to achieve the following:

1. Disseminate information of interest (ATL's, officer safety, ongoing cases etc.)
2. Discuss policies and procedures
3. Review Training Bulletins
4. Receive awards and commendations
5. Open discussion

IV. PROCEDURE: OTHER FORMS OF COMMUNICATION

A. The exchange of information between the divisions is vital to the success of the Iowa City Police Department; therefore, it is important that means are established to facilitate this exchange. Information exchange may include written, oral and electronic communications. Information exchange may be accomplished in many ways to include; criminal investigation division daily case review, patrol watch briefings, administrative reports, criminal intelligence bulletins, formal and informal debriefings, bulletin board postings, e-mails, voicemail, small group or one to one conversations and other means as may be deemed appropriate to augment the exchange of information.

B. Detectives shall periodically attend patrol division watch briefings to facilitate the exchange information and keep communication lines open. The exchange of information will relate to ongoing investigations, wanted persons, criminal intelligence, vehicles, crime trend changes, potential dangers and certain criminal modes of operations as may be appropriate.

V. PROCEDURE: COORDINATION

A. Coordination of divisional response to incidents is critical to success. When an incident requires the response of more than one division, it is imperative that supervisors coordinate their response.

B. Supervisors from each division responding to an incident shall keep other supervisors involved apprised of any developments. Example: The investigation division is utilizing patrol to secure a scene until a warrant is obtained. The investigations supervisor shall keep the patrol supervisor apprised of how long patrol resources will be required.

C. If manpower or resources may be required, as much advanced notice as possible is given. Example: The investigation division will be serving a warrant and will be requesting patrol assistance for transport or uniform presence.

D. Special events plans shall be distributed as soon as practical to allow enough time for a divisional supervisors to plan resource allocation.

VI. PROCEDURE: COOPERATION

A. All divisions within the department shall cooperate with each other to accomplish the department's mission.

B. Disagreements between the divisions as to task responsibility shall be resolved at the lowest supervisory level possible. At no time shall the safety of the public or officers be jeopardized due to a lack of cooperation between the divisions in the department.

C. If it is unclear who has responsibility for a task, supervisors shall commit whatever resources are necessary to complete the task. If necessary, responsibility for the task can be determined at a later time by division commanders or the Chief of Police.

Denise Brotherton, Interim Chief of Police

WARNING

This directive is for departmental use only and does not apply in any criminal or civil proceeding. The department policy should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to third-party claims. Violations of this directive will only form the basis for departmental administrative sanctions.