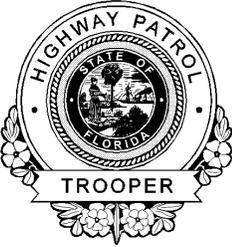


FLORIDA HIGHWAY PATROL POLICY MANUAL

	SUBJECT	POLICY NUMBER
	TROOP, DISTRICT, AND SUPERVISORY MEETINGS	5.13
	APPLICABLE CALEA STANDARDS	ISSUE DATE
	12.1.4, 42.2.6	01/01/06
	REVISION DATE	09/01/11
	TOTAL PAGES	2

5.13.01 PURPOSE

To provide guidelines for the dissemination of information throughout the Division.

5.13.02 POLICY

In an effort to provide timely, accurate, and complete information to all FHP personnel concerning issues relevant to Division operations, troop commanders will conduct appropriate troop, district, and supervisory meetings.

5.13.03 PROCEDURES

A. GENERAL PROVISIONS

1. A written agenda shall be produced for the meetings discussed in this policy.
2. A roster of attendees shall be kept.
3. Minutes of the meetings shall be recorded.
4. Training may be conducted during any of the meetings provided the time necessary for each subject is not excessive.
5. Each troop shall dedicate a section of the administrative files for troop and supervisory meeting. A separate file shall be created for each meeting and shall contain, at a minimum:
 - a. An agenda.
 - b. All attendee rosters including make-up documentation.
 - c. Minutes of the meetings.

Rosters and minutes from meetings that require multiple sessions, such as troop or district meetings, shall be filed in a single file.

6. A make-up meeting shall be conducted or a supervisor shall meet with any member that does not attend a meeting and provide the member with the information discussed at the meeting. Such make-up sessions shall be documented and placed in the meeting file.

7. A make-up training session shall be scheduled for all members who missed a regularly scheduled meeting during which training was conducted.
8. Documentation of training shall be placed in the troop training files with appropriate documents being forwarded to the Training Academy.
9. The Bureau Commander, Bureau of Criminal Investigations & Intelligence (BCII) and the Office of Inspector General (OIG) shall be notified in advance of all scheduled troop, district, and supervisory meetings. When possible, a member(s) from BCII and OIG shall attend the meetings.
10. Duty Officer Supervisors shall attend district and supervisory meetings if radio room staffing permits their attendance.
11. Troop Commanders shall submit a copy of the agenda and minutes of the meeting to their appropriate Regional Commander.
12. Troop Commanders shall attend all district meetings and supervisory meetings.
13. Appropriate FHP staff members will attend as many troop, district and supervisor meetings as possible.

B. TROOP MEETINGS

1. Troop meetings shall be conducted contingent upon the needs of the Division and troop.
2. Troop Commanders shall notify the Director via the chain of command when anticipating a troop meeting.
3. The notification of the Director shall include a tentative agenda and schedule.

C. DISTRICT MEETINGS

1. District meetings shall be conducted on a semiannual basis.
2. Individual district meetings shall be scheduled to coincide with meetings of other districts as closely as possible to provide timely information to all members of the troop during the same time frame.
3. Semiannual district meetings may be conducted on a Friday.
4. Troop Commanders shall notify the Director and appropriate staff members of all district meetings.

D. SUPERVISORY MEETINGS

1. Troop supervisory meetings should be conducted on a semiannual basis or more frequently if required to ensure efficient troop operations.
2. Semiannual supervisory meetings may be conducted on a Friday.