1. PURPOSE

To establish a policy and procedure that encourages and supports the exchange of information among employees, and to encourage submission of ideas, suggestions, and questions to the Office of the Chief of Police. (CALEA 12.1.4)

2. POLICY

The Atlanta Police Department seeks to encourage and support the exchange of information with specialized and support components for the purpose of coordinating activities, ensuring open lines of communication with its employees, and encouraging creative and innovative ways of solving issues within the Department.

3. RESPONSIBILITIES

3.1 The Chief of Police will meet regularly with employees to discuss ideas, suggestions, and concerns.

3.2 The Chief's office will receive suggestions from employees, distribute them to the appropriate authority within the Department, and monitor the responses.

3.3 Supervisors shall ensure that employees within their command are made aware of their opportunities for communication with the Chief of Police. Supervisors will be responsive to employees' concerns and suggestions. Supervisors shall also forward employees' concerns and/or suggestions that are beyond their scope of authority.

3.4 Employees are encouraged to attend meetings on a regular basis with the Chief of Police and to share ideas within and across their chain of command to enhance the Department.

Form APD-700, revised 2/04
3.5 Employees will select a representative from their watch and/or unit and will share ideas, suggestions, and concerns with the watch and/or unit representative for discussion during his or her meetings with section commanders.

4. ACTION

4.1 Horizon

4.1.1 The Horizon intranet at http://horizon2012 and/or http://horizon.atlantapd.org are maintained and updated daily by the Department’s Public Affairs Unit.

4.1.2 Horizon seeks to highlight the Department’s employees and provide information concerning Department’s operations and functions.

4.2 Meetings with the Chief

4.2.1 The Chief’s administrative officer shall schedule meetings on a regular basis with the Chief of Police and approximately thirty non-supervisory members of the department.

4.2.2 The meetings will give employees a chance to have a candid small group discussion with the command staff about issues facing the Department; including, any suggestions or comments of concern to them.

4.3 Staff Meetings

4.3.1 The Chief of Police, and each division, section and unit commander will conduct a staff meeting with his or her direct subordinates at least once a month.

4.3.2 Manager Responsibilities:

1. Arrange meetings at a time and place with minimal distractions for the participants allow adequate time for the business to be discussed and allow only true emergencies to interrupt the meeting.

2. Notify staff members in advance of the meeting. Provide an agenda of items to be discussed and any reports or assignments expected of them at the meeting.

3. The manager will report on important issues that were raised and resolved in the monthly report.

5. DEFINITIONS

5.1 Manager: The Chief of Police, or a division, section, or unit commander.

6. CANCELLATIONS

APD.SOP.1080 “Internal Communication” effective 09/13/2013

7. REFERENCES

Commission on Accreditation for Law Enforcement Agencies (CALEA) Standard 12.1.4