

 NORFOLK <i>Department of Police</i>	Administrative General Order - 463: Departmental Committees		
	Office of Preparation: Strategic Management Division (mar)		
	CALEA:	33.1.1	
	VLEPSC:	None	
LEGAL REVIEW DATE:	4-14-2015	PRESCRIBED DATE:	4/23/15
City Attorney:	<i>Jack E. Dood</i>	City Manager/Director of Public Safety:	<i>Marlene D. Jones</i>
APPROVED BY THE AUTHORITY OF THE CHIEF OF POLICE:		<i>[Signature]</i>	

Purpose

The purpose of this order is to establish guidelines for the creation, operation, and termination of departmental committees.

Policy

The Chief of Police has the authority to create, regulate the composition of membership, establish procedures to include reporting criteria, and dissolve departmental committees, as deemed necessary.

Supersedes:

1. G.O. ADM-463, dated May 4, 2011
2. Any previously issued directive conflicting with this order

Order Contents:

- I. Authority
- II. Membership
- III. Reporting

I. Authority

The Chief of Police, as the head of the Department of Police, may create and dissolve departmental committees as he/she deems appropriate. The Chief of Police shall define the type of committee (standing or term), composition of members, selection of chairperson, purpose, responsibilities, and procedures such as reporting guidelines. Members will adhere to the set procedures, unless otherwise directed by the Chief of Police.

II. Membership

A. Standing Committees

The Chief of Police shall define the composition of members, selection of chairperson, purpose, responsibilities, and procedures such as reporting guidelines, via Standard Operating Procedures (SOP) Manual.

1. Employees will not serve on more than two standing committees during a given period of time.
2. Appointed members will serve on the standing committee until replaced by the Chief of Police.
3. Volunteered members will serve no more than two consecutive years on any standing committee, unless no other member of the department wishes to serve or unless excused by the Chief of Police. Half the membership will be replaced each successive year, unless it is within the first two years of inception. In this case, half of the members may serve three years.
4. The chairperson shall be responsible for creating and updating the committee's SOP. All SOPs shall be organized using the Department's standard format and forwarded to the Strategic Management Division for review. SOPs, or any changes, must be submitted to the Chief of Police for approval, via the Chief of Staff.

B. Term Committees

The Chief of Police shall define the composition of members, selection of chairperson, purpose, responsibilities, and procedures such as reporting guidelines upon the creation of the term committee, via memorandum.

1. Members will serve for the duration of the committee, unless excused by the Chief of Police.
2. Membership may include employees serving on standing committees.
3. Employees will not serve on more than two term committees.

III. Reporting

All committee chairpersons will submit scheduled reports, as directed. Periods having no significant actions and/or information will require scheduled reports indicating same.

- A. Reports will be submitted as listed in the Attachment.
- B. A copy of all reports will be retained according to the Library of Virginia, Records Retention and Disposition Schedule.

Definitions:

Standing Committee: A long-standing committee that continues to function until dissolved by the Chief of Police.

Term Committee: A committee that functions for a specific period of time, or in order to accomplish assigned task(s).

Related Documents:

1. G.O. ADM-320: Dress and Personal Appearance
2. G.O. ADM-385: Awards and Commendations
3. G.O. ADM-620: Specialized and Advanced Training
4. G.O. ADM-630: Roll Call
5. G.O. ADM-640: Remedial Training

Attachment:

Departmental Standing Committees

Departmental Standing Committees

Committee	Chairperson	Directives	Meetings/Ceremony	Report
Awards and Commendations Committee	Assistant to the Chief	<ul style="list-style-type: none"> G.O. ADM-385: Awards and Commendations Awards and Commendations Committee SOP 	<ul style="list-style-type: none"> Quarterly Meetings (April, July, Oct, Jan) Annual NPD Awards, Ceremony in Jan/Feb 	<ul style="list-style-type: none"> Report findings of each quarter to the Chief of Staff
Recreation Committee	Elected by committee members and approved by the Chief of Police	<ul style="list-style-type: none"> City of Norfolk Ordinance No. 34,086 City of Norfolk Canteen Policy (2-004) Recreation Committee SOP 	<ul style="list-style-type: none"> Committee meeting in February Annual NPD Picnic 	<p>Treasurer prepares and Chairperson submits reports:</p> <ul style="list-style-type: none"> Monthly Financial Report (Chief of Police) Fiscal Year-end Financial (Chief of Police and Fiscal Management)
Training Committee <i>(CALEA 33.1.1)</i>	Commanding Officer, Training Division	<ul style="list-style-type: none"> G.O. ADM-620: Specialized and Advanced Training G.O. ADM-630: Roll Call G.O. ADM-640: Remedial Training Training Committee SOP 	<ul style="list-style-type: none"> Quarterly Meetings 	<ul style="list-style-type: none"> Report findings of each quarter to the Chief of Staff
Uniform Committee	Assign to PIO Supervisor	<ul style="list-style-type: none"> G.O. ADM-320: Dress and Personal Appearance Uniform Committee SOP 	<ul style="list-style-type: none"> Quarterly Meetings 	<ul style="list-style-type: none"> Bi-Annual Report to the Chief of Staff