THE POLICIES AND PROCEDURES INCLUDED IN THIS MANUAL ARE NOT A CONTRACT OF EMPLOYMENT AND SHOULD NOT BE RELIED ON AS SUCH. THESE POLICIES AND PROCEDURES ARE SUBJECT TO AND MAY BE CHANGED AT ANY TIME BY THE DEPARTMENT OF PUBLIC SAFETY, MEDICAL UNIVERSITY OF SOUTH CAROLINA.

A. Purpose

To establish the type, frequency, members, and rules for conducting the reoccurring meetings within the Department of Public Safety.

B. Policy

It is the policy of the Department of Public Safety that all reoccurring meetings conducted within the Department be:

1. consistent with Policy and Procedure;
2. productive in nature;
3. structured in format;
4. well publicized;
5. brief, while addressing all business; and
6. documented.

C. Departmental Meetings

1. Staff Briefings - Conducted daily 0800 until secured;

POLICY AND PROCEDURE # 93

1
a. These meetings will be informal briefings of the Chief by the Patrol Commander, Operations Support Commander, and the Administrative Manager.

2. Monthly

a. Staff Meeting

1) Conducted as needed at 0800 until secured;

2) Attendees include all Staff Officers, Supervisors ( Sergeants and above), and selected administrative personnel. Corporals may attend meeting.

3) The Chairman will be the Director or his designated representative.

4) Minutes of the meeting will be passed on by the Supervisors.

b. Shift Meeting

1) Conducted once every quarter;

2) Attendees will include Corporals and below, communications, administrative section.

3) The Chairman will be the Director.

4) A published agenda will not be provided.

3. Quarterly Meetings

a. Awards / Employee of the Quarter / Year Committee

1) Conducted on the following months; April, July, October, and January.

2) Attendees include representatives from patrol, one from communications, one from the administrative staff and one from Student Government.

3) The Chairman will be appointed by the Director and serve as such for a period of two years.
4) A copy of the nomination packets will be supplied to each member prior to the meeting.

5) The Chairman will only vote in the case of a tie.

6) The Employee of the Quarter selection will be approved by the Director or his designee and results of the selection will be placed in the department’s read file.