

<b>NORTHAMPTON POLICE DEPARTMENT</b> <b>Administration &amp; Operations Manual</b>		
<b>Policy: Police/Fire/Dispatch Discussion Request</b>		<b>AOM: A-108</b>
Massachusetts Police Accreditation Standards Referenced:		Issuing Authority <hr/> Jody Kasper Chief of Police
<b>Dissemination Date:</b> 7/16/1998  <b>Effective Date:</b> 7/03/1998	<b>Amended:</b> 1/16  <b>Reviewed:</b> 11/02, 12/04, 1/07, 1/14, 1/16, 1/18, 2/20*, 9/23	

## I. Introductory Discussion

- A. The Joint Police, Fire, and Dispatch Committee has worked together to develop a procedure for processing the formal discussion requests made by police, fire, dispatch, and emergency medical service employees. This procedure has been developed to:
1. Foster better working relations amongst the three agencies by establishing a process in which to address issues and conflicts, whether perceived or real, organizational or personal;
  2. To objectively analyze and satisfactorily resolve such issues and conflicts; thus, preventing rumor, innuendo, and hard feelings from festering and hindering us all in our specific professional missions; and
  3. To establish a formal process to bring to the attention of the respective Chief Executive Officers any other issues or areas that need mutual discussion and resolution.

## II. Procedures

- A. Any employee who wishes to have a certain issue, conflict, incident, or other matter addressed by the Joint Police, and Fire, and Dispatch Committee should complete a *Northampton Police/Fire/Dispatch Discussion Request* form indicating the following, and submit such to their respective committee representative:

1. Date, time, and location of incident to be discussed.
  2. Type of incident.
  3. Explanation of the situation for discussion; and
  4. Proposed resolution.
- B. A representative from Dispatch will chair the Police, Fire, and Dispatch Committee. They will record the agreed upon resolution of the committee.
- C. Upon conclusion of their discussion, committee members will note their proposed resolutions on the *Northampton Police/Fire/Dispatch Discussion Request*. Names and departments of committee members making the proposal will also be recorded on the form.
- D. Proposed resolutions will then be submitted to the Chief of Police and Fire Chiefs as appropriate for their approval and signatures. Upon approval, the form will be distributed back through channels for implementation.

### **III. Storage and Control of Discussion Request Forms**

The Police and Fire Chiefs shall maintain administrative filing systems for the *Northampton Police/Fire/Dispatch Discussion Request* forms.