

## 222.00 STAFF PLANNING AND RESEARCH

### 222.01 Procedures:

- The police department must formulate clear directives and policies. These directives and policies must set in motion departmental plans of action to achieve stated goals and objectives. The Support Services Division will act as a coordinating center and information repository to facilitate the formulation of goals and objectives, the development of directives and policies, and the evaluation of departmental achievement directed towards stated goals and objectives.
- The Support Services Division's role in the planning process will be to assist the Chief of Police in meeting his responsibility for providing department-wide planning and direction. The emphasis of the duties affixed to the Services Division will be centered upon the following:
  - Management planning;
  - Strategic operational planning;
  - Long-range planning; and
  - Research.
- Any analytical reports compiled by the Support Services Division will be disseminated to the affected organizational units.

### 222.02 Functions:

- The Support Services Division will provide the following services to the Department:
  - Management Planning, the Division Commanders, or designated planning task force. The management planning will include, but not be limited to:
    - Budget planning,
    - Personnel planning,
    - Multi-year planning,
    - Systems analysis,
    - Grant management, and
    - Forms control.

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- Administrative support for operational planning by providing:
  - Research capabilities;
  - Service as a departmental repository for developed operational plans;
  - Statistical analysis; and
  - Manpower allocation and distribution planning.
- On an annual basis, the Patrol Division will:
  - Calculate the assignment/availability factor for patrol personnel; and
  - Evaluate the allocation and distribution of departmental personnel, including map updates, tabulation of incidents by reporting areas, and the determination of beat boundaries.
- The Crime Analyst will develop reports concerning criminal activity requested by the Operations and Support Services Division. Those reports will be available on the department's intranet allowing individuals to use them at any time.
- The Support Services Division will maintain and coordinate the development of the Department's five-year plan. The Support Services Division Commander and the Operations Commander designated planning task force(s). The five-year plan will encompass:
  - Long-term goals and operational objectives;
  - Anticipated workload and population trends;
  - Anticipated personnel levels; and
  - Anticipated capital improvements and equipment needs.

This plan will be reviewed annually and revised as needed.

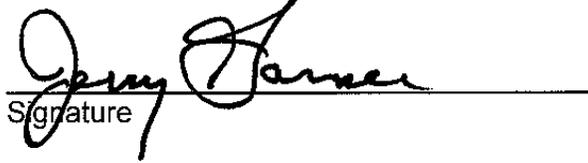
- Information management and planning will be conducted by the Computer Services Manager and the Support Services Commander.

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Reviewed: 12/14

Authorized by Jerry Garner, Police Chief  
Effective Date: December 5, 2014

  
Signature

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