

FLORENCE POLICE DEPARTMENT GENERAL ORDER

Subject: PLANNING AND RESEARCH	Procedure: General Order 6.1.1 CALEA 15.1.1	Total Pages: 4
Authorizing Signature: Original with Authorizing Signature on File	Effective: 01/01/2011 <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Rescinds	

I. POLICY

It is the policy of this Department to conduct planning and research that will enhance effective agency management through recognized planning and research methodology.

II. PURPOSE

This written order establishes the planning and research function within the Florence Police Department.

III. SCOPE

This written order is applicable to all personnel.

IV. RESPONSIBILITY

It shall be the responsibility of all employees to comply with this directive.

V. ORGANIZATION

Planning and Research activities will be coordinated as described in this directive and others governing various aspects of planning and research. The Planning and Research function is the responsibility of all of the Command Staff, but primarily will fall under the Support Services Bureau, to be assisted by the Community Policing and Research Commander, who has ready access to the Chief of Police.

VII. ACCESS TO RESOURCES

Personnel assigned planning and research activities will have access to all necessary information and resources.

VIII. OFFICE OF THE CHIEF OF POLICE

A. **STRATEGIC PLAN:** The Department will maintain a current multi-year plan. The plan will be made available to all departmental personnel, and others as directed by the Chief of Police. The Strategic Plan will include but not be limited to:

1. Long-term goals and operational objectives;
2. Anticipated workloads and population trends;
3. Anticipated personnel levels; and

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4. Anticipated capital improvements and equipment needs.
 5. The multiyear plan will be reviewed and revised as established in existing department directives governing goals and objectives and strategic planning.
- B. **COORDINATION RESPONSIBILITIES:** The Chief of Police will coordinate planning and research activities for the Department and ensure that appropriate personnel are assigned to accomplish the following, as needed:
1. Provide support to Bureau Commanders in their planning roles by facilitating ongoing research activities and resources;
 2. Research operational alternatives, evaluate ongoing activities, and assist in planning future programs to achieve departmental goals and objectives;
 3. Assist as needed in the preparation of various types of funding and grant programs;
 4. Conduct and/or assist in departmental projects or research studies as directed by the Chief of Police, or designee;
 5. Conduct analysis of operational activities as needed to assist with the allocation and deployment of departmental resources. This information may be received from crime and traffic analysis and shall include such information as time, date, location, type of activity, etc.; and
- C. **CRIME ANALYSIS:** Crime Analysis is the systematic process of collecting, categorizing, analyzing, and disseminating timely, accurate, and useful information that describes crime patterns, crime trends, and potential suspects. The intent of this process is to assist deployment of resources in order to prevent or suppress criminal activities.
1. Procedures for conducting crime and traffic analysis include:
 - a. Collecting raw data on criminal activity and collision information by reviewing offense reports, arrest reports, field interviews, calls for service information, intelligence reports, traffic citations, wreck reports, probation/parole notices, information from other agencies, and other related sources of information;
 - b. Disseminating copies of reports, studies and analysis to affected organizational units as required by the Chief of Police, or designee;
 - c. Adapting and implementing current techniques used in analyzing criminal and traffic activities; and
 - d. Producing and supplying reports to the Chief of Police and

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other responsible persons on identified patterns and trends, and suggesting deployment strategies and priority changes where appropriate.

D. ACTIVITIES

1. **SUPPORT FOR STRATEGIC PLANNING:** The Chief of Police or his designee will ensure that planning and research activities are carried out in such a manner as to provide support for strategic planning.
2. **CRIME AND TRAFFIC ANALYSIS**
 - a. **CRIME ANALYSIS:** Watch Commanders, or their designee, will perform Crime Analysis on an ongoing basis for re-occurring incidents or trends. They will then ensure the information is properly disseminated.
 - b. **TRAFFIC ANALYSIS:** The CRU Lieutenant, or their designee, will perform Traffic analysis on an ongoing basis for crashes with a particular emphasis on the root causes of crashes on a citywide basis. They will then ensure the information is properly disseminated.
3. **RESEARCH:** Personnel will be assigned as needed to complete specific research tasks or projects necessary to support the planning function and facilitate operational decision-making. Such tasks may include, but not be limited to:
 - a. **ANTICIPATED WORKLOAD AND POPULATION TRENDS:** Such research is generally conducted as a part of budget preparation and in conjunction with workload assessments related to allocation and distribution of personnel. The Chief of Police may assign personnel as needed to gather such information in support of the strategic planning process. Existing departmental directives on goals and objectives and allocation and distribution of personnel govern strategic planning.
 - b. **GENERAL RESEARCH:** The Chief of Police will assign personnel as needed to research operational alternatives, evaluate ongoing activities and programs and plan future programs to achieve departmental goals and objectives.
4. **REPORTING:** The Chief of Police will ensure that any analytical reports formulated during planning and research activities are distributed to the affected organizational components.

E. **COMMANDER RESPONSIBILITIES:** Commanders will be responsible for:

1. Planning for their respective areas of operation, including

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- operational recommendations, goals & objectives and multi-year planning;
2. Conducting program evaluation as needed to support planning within their respective areas of operation.