



# Garner Police Department Written Directive

**Chapter:** 200 - Administration

**Directive:** 220.01 - Planning and Research

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**Effective Date:** October 1, 2015

**CALEA Standards:** 15.1.1 and 15.1.2

**Last Revision:** January 1, 2015

## 220.1.1 - Purpose

The purpose of this directive is to establish procedures for the planning and research functions of the Garner Police Department.

## 220.1.2 - Policy

Increasing demands for services and the need for efficient use of public resources require that the Garner Police Department carefully research operational alternatives and plan for future programs. The planning and research function will enhance management decisions relative to resource allocation and setting priorities for Department objectives.

## 220.1.3 - Definitions

- A. Planning - The development of strategies designed to bring about future favorable conditions.
- B. Research - The systematic and objective analysis of controlled observations that may lead to the development of generalizations resulting in the prediction and ultimate control of events.

## 220.1.4 – Organization (15.1.1, 15.1.2)

- A. The Administrative Captain will have primary responsibility for meeting the complexities and demands of planning and research activities and will report directly to the Chief of Police. The Operations Captain and the Crime Analyst will also have responsibility for assisting with planning and research. All staff members having these responsibilities will have full access to all records, reports, and other related information to meet the objectives of the planning and research function.
- B. Specific administrative planning and research activities to be conducted by the Administrative Captain include:
  - 1. Analytical report creation and dissemination,
  - 2. Strategic planning (see 220.1.6 below), and
  - 3. Budget development and grant management.
- C. Additional administrative planning and research activities to be coordinated by the Administrative Captain include:
  - 1. Crime trend analysis, mapping, and prediction (typically conducted by the Crime Analyst);

2. Equipment and uniform research (typically conducted by the Quartermaster);
  3. Operational planning, to include (but not be limited to) assignment of personnel, work schedules, and workload analysis (typically conducted with the Patrol Lieutenant);
  4. Police fleet management (typically conducted by the Administrative Lieutenant);
  5. Special event planning (typically conducted by the Support Services Lieutenant);
  6. Traffic accident and enforcement analysis (typically conducted by the Crime Analyst); and
  7. Uniform Crime Report data analysis (typically conducted by the Crime Analyst).
- D. Other units within the department may conduct or be directed to conduct additional planning and research functions under the direction of the appropriate supervisor.

#### **220.1.5 – Analytical Reports**

- A. Analysis of a wide range of Departmental operational activities is done at least annually. However, often the analysis is an ongoing activity summarized in emails and/or periodic staff meetings. These analyses reflect the reported data by:
1. Type of activity,
  2. Location,
  3. Time, and
  4. Date.
- B. Allocation of Departmental resources is based on analyses of this type.
- C. Annual reports detailing statistical calls-for-service and enforcement data generated from the analysis process of operational activities are disseminated to all affected units. The Department's command staff will receive and review these reports as a means of directing Departmental operations.

#### **220.1.6 - Multi-Year Plan (15.1.3)**

- A. The Administrative Captain is responsible for the development of a three (3) year strategic plan that encompasses:
1. Goals and operational objectives;
  2. Anticipated workload and population trends;
  3. Anticipated personnel levels, and
  4. Anticipated capital improvement equipment needs.
- B. Command staff and select supervisors will be responsible for goal setting and strategic plan review on an annual basis.