



# STRATEGIC PLANNING UNIT

**INDEX CODE: 604**  
**EFFECTIVE DATE: 09-30-22**

---

Contents:

- I. Purpose
- II. Planning & Research Functions
- III. Proponent Unit
- IV. Cancellation

## **I. PURPOSE**

The purpose of this directive is to establish the duties and responsibilities of the Strategic Planning Unit.

## **II. PLANNING & RESEARCH FUNCTIONS**

The Strategic Planning Unit provides staff support to the Chief of Police and other commanders by conducting research and planning functions concerning all aspects of police administration, management and operations. Primary responsibilities include the following:

### **A. Strategic Planning**

Conduct research and study projects; develop tactical and strategic plans by analyzing workload and historical and current crime analysis information; identify present and future needs of the department; facilitate the attainment of department goals and objectives.

### **B. Multi-Year Plan**

The Strategic Planning Unit will develop a multi-year plan addressing the following areas:

1. Department goals and operational objectives;
2. Anticipated workload in relation to population trends;
3. Anticipated personnel levels;
4. Anticipated capital improvements and equipment needs; and
5. Collaborative system review

Police administration and management theory, community needs and expectations, crime analysis information, population trends, and information from the County Office of Planning and Zoning will be among the source data used in developing department tactics, strategies, and long-range plans.

The Chief of Police will periodically review and update the Department's multi-year plan.

### **C. Resource Allocation**

The Strategic Planning Unit conducts analyses of available data to ensure that the department utilizes personnel and material resources as effectively and efficiently as possible. Specific attention is applied to calls for service, the structure of district/beat areas, specialization or civilianization of sworn positions, crime patterns, organizational structure, scheduling, and equipment requirements. Annually, the section reassesses the allocation of personnel throughout the department, and the allocation and distribution of personnel in the Bureau of Patrol, based on documented workload assessments.

**XII. PROPONENT UNIT:** *Office of the Chief.*

**XIII. CANCELLATION:** This directive cancels Index Code 604, dated *07-24-17*.