

P.O. 1002 Planning and Research

Effective From:	7-15-2012	Effective To:	Current
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B. *P.O. 1002 - Planning and Research*

1. PLANNING UNIT

i) The Planning Unit shall:

- a) Supervise and coordinate the preparation of the Department budget based on the integration of state and federal resources.
- b) Compile and report Department performance indicators as a function of performance-based budgeting.
- c) Serve as coordinator for State Police Strategic Planning.
- d) Provide staff assistance to the Superintendent.
- e) Develop, coordinate and implement various and diverse Department-wide operational functions and responsibilities.
- f) Propose and analyze changes in Departmental organizational functions.
- g) Research, prepare and manage federal, state and local grants and related funding for the Department.
- h) If analytical reports are utilized, they shall be distributed to the affected Troop/Section for review.

2. RESEARCH UNIT

i) The Research Unit shall:

- a) Manage the Written Directive System.
- b) Keep abreast of all changes in organization, administration, personnel, operations and law.
- c) Initiate modifications in written policies and procedures to reflect changes in a timely, simplified and concise manner.
- d) Assist Department personnel in formulating policy by reviewing proposed procedural orders to ensure conformity to Departmental rules and regulations.
- e) Act as liaison regarding department policy.
- f) Monitor, prepare, present and defend legislation which affects the Department.
- g) Conduct and supervise research projects as directed by the Superintendent.

3. ANNUAL BUDGET REQUEST PROCESS

- i) On or before August 15th of each year, the Budget Section within the Office of Management and Finance and the Planning Unit of Operational Development shall meet to discuss the structure, forms and timeline necessary to complete the budget request. Subsequent to this meeting, the Assistant Superintendent or his designee shall distribute, via chain-of-command, a memorandum of instruction advising the Budget Unit Heads within the Department of the guidelines to be followed to compile the budget request.
- ii) As mandated in [LRS 39:28 B.](#), “On or before the twentieth day of September of each year, the budget office shall transmit to each budget unit a complete set of forms to be used by the budget unit to present its budget. The budget office shall provide instructions on the proper method of completing the forms....”
- iii) The budget request, which includes the Operational Plan and the Sunset Review, shall be completed and forwarded to the Budget Section within the Office of Management and Finance no later than November 1st of each year.
- iv) With the assistance of the Planning Unit of Operational Development, the Budget Section within the Office of Management and Finance shall, as mandated in [LRS 39:33 A.](#) (1), “on a date specified by the commissioner of administration which date shall not be later than the fifteenth day of November in each year, shall submit its budget request to the governor on the forms and in the manner prescribed....”

