P.O. 1002 Planning and Research			
Effective From:	09/24/2025	Effective To:	Current

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) Annually update and report Department performance indicators, goals, and objectives that are outlined in the Louisiana State Police Five-Year Strategic Plan 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) Coordinate with all Departmental sections to perform an annual administrative review of each section's policies and procedures, and training needs.
     - g) Monitor, prepare, present, and defend legislation that affects the Department.
     - h) 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 their designee shall distribute, through the 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 include 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…."