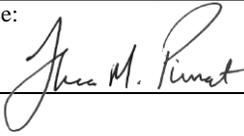


LEESBURG POLICE DEPARTMENT REGULATIONS AND GENERAL ORDERS MANUAL		
General Order Number: 108	Section: ADMINISTRATION	Effective Date: SEPTEMBER 2022
Title: PLANNING AND RESEARCH		
Accreditation Standards: ADM.10.01		
Review Date: JANUARY 2024	Total Pages: 2	Chief of Police: 

I. PLANNING AND RESEARCH FUNCTION

- A. The Chief of Police is ultimately responsible for the planning and research function. This function is essential to effective agency management and includes careful research of operational alternatives and the planning of future programs. All personnel must strive to plan for the future in all aspects of their roles and responsibilities, in order to make the Department the most efficient and professional possible.

- B. All personnel of the Leesburg Police are encouraged to actively participate in the planning and research activities of the Department. A leadership team consisting of representatives from all sections within the Department has been established to offer input and suggestions. Ideas and suggestions offering alternative procedures or solutions to departmental concerns or problems are welcomed by all personnel.

- C. Strategic Planning
The Chief of Police or designee is responsible for the development of the department's Strategic Plan. The Strategic Plan is a proactive tool that provides guidance in fulfilling our agency's mission with maximum efficiency and impact. The purpose of the Strategic Plan is to provide direction and continuity for the Leesburg Police Department to improve its service to the citizens of the Town of Leesburg. The Strategic Plan is a five-year plan developed based on community and employee input. To ensure continuing progress and success in implementing the Strategic Plan, the plan will be evaluated on an annual basis by Command Staff and a report will be completed to include the status of each of the objectives.

- D. Specific planning and research responsibilities are assigned by the Chief of Police or designee, these areas may include but are not limited to:
 - 1. Budget Development
 - 2. Forms Control
 - 3. Grants Management
 - 4. Traffic Analysis
 - 5. Public Crime Information Reporting
 - 6. Incident Based Reporting
 - 7. Crime Analysis
 - 8. Contingency Planning
 - 9. Equipment Resource Analysis
 - 10. Personnel Allocation
 - 11. Multiyear Planning
 - 12. Systems Analysis
 - 13. Written Directive System Development and Maintenance

II. INFORMATION RESOURCES/SUBMITTING SUGGESTIONS

- A. All personnel are provided access to necessary information resources through the chain of command so they may be able to effectively participate in the planning and research activities of the Department.

- B. All personnel may, at any time, submit ideas and suggestions to the Chief of Police through the chain of command.

III. DISSEMINATION OF STUDIES

Staff and analytical reports will be shared among members of the management staff. It is the responsibility of all supervisors to disseminate relevant information to the affected personnel. All personnel are encouraged to make suggestions or comments regarding these studies.