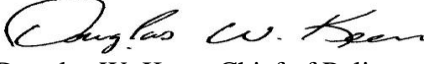




City of Manassas Police Department General Duty Manual



Effective Date: 12-29-2008	GENERAL ORDER	Number: 01-15
Subject: Planning and Research		
<input type="checkbox"/> New <input checked="" type="checkbox"/> Amends <input type="checkbox"/> Rescinds <input checked="" type="checkbox"/> Reviewed: 01-25-2019		Reevaluation: <input type="checkbox"/> 1 yr. <input type="checkbox"/> 18 months <input checked="" type="checkbox"/> N/A
General Order # 1-15 Dated: 01-15-2008		
Accreditation Standards: 15.1.1/ 15.1.2/ 17.2.1	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 2

PURPOSE:

To explain how Department planning and research functions are performed, assign responsibilities, and define relationships.

POLICY:

The Department performs a variety of planning and research functions, including analysis of reported crimes and requests for services, Department planning and budgeting, liaison with other criminal justice planning groups and developing operational procedures and policy guidelines. These functions and related activities are performed by Department staff officers under the direction of the Chief of Police.

DISCUSSION:

Planning and research activities are essential to effective management of the Department. Planning consists of a systematic forecasting of the available resources of the Department and their appropriate allocation, while establishing goals, policies and procedures to accomplish the Department mission. Research, on the other hand, consists of a studious inquiry of facts, leading to a revision of accepted facts, or the implementation of newly discovered facts. Complex demands for law enforcement services and limited City resources require that the Department carefully research operational alternatives and plan future programs.

PROCEDURE:

I. Planning and Research Functions

- A. Planning and research functions are performed under the direct supervision of the Chief of Police and include the following types of activities headed by the indicated officer:
 1. The Office of Professional Standards Lieutenant is tasked with the provision of planning and research duties not addressed within a particular function.
 - a. The Chief of Police and other Command Staff members use this office as a resource for research into specific issues. Line supervisors and officers similarly use this office as a resource for information regarding legislative updates, legal precedents, use of force and liability and current product and program information.
 - b. The Office of Professional Standards is the primary resource used to assemble comprehensive data regarding a particular topic. This office has access to databases that can research policies nationwide, legal precedents, court cases as well as track legislative changes.
 2. Budgeting is a responsibility of the Chief of Police, coordinated by the Commander of Administrative Services, with input developed from all Division Commanders.
 3. Division Commanders compile statistical, geographical and temporal data related to their functional responsibility to assist in multiyear planning information, operational planning, budgeting, and manpower allocation alternatives. Liaison with City-wide and regional planning groups is assigned by functional responsibility.

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4. Development of operational procedures and policy guidelines is a responsibility of the Chief of Police, with input developed from Division Commanders. Information concerning any applicable standards of the Commission on Accreditation for Law Enforcement Agencies, Inc., which may affect policy or procedures, is provided by the Office of Professional Standards Lieutenant.
5. Crime Analysis is the responsibility of the Crime Analyst.
6. Operational Planning is a function of the Commander of Patrol Services, assisted by the Special Operations Lieutenant and other staff members as needed, and includes planning for emergency situations, civil disturbances, and natural or man-made disasters based on the city-wide EOP that is maintained and updated by the City's Emergency Manager.
7. Emergency Management Planning on behalf of the police department is a function of the lieutenant assigned to Planning and Resources Management in coordination with the Administrative Services Division Commander and the City's Emergency Manager.
8. Workload assessments and development of manpower allocation alternatives is a function of the Chief of Police and the Division Commanders.
9. Distribution of patrol personnel in accordance with temporal and geographic distribution of incidents, and type of calls received is a function of the Commander of Patrol Services.
10. System analysis is a function of the Commander of Administrative Services, with the assistance of the Technical Services Sergeant, the Records Manager, and the IT Public Safety Specialist. The Commander of Administrative Services periodically reviews the Department's Management Information System, and attempts to introduce appropriate law enforcement application systems that are used in comparable law enforcement agencies elsewhere in the United States.
11. The traffic accident and enforcement pattern analysis function is a responsibility of the Special Operations Lieutenant.
12. Grant management is normally performed by the Technical Services Sergeant, but may be assigned to any appropriate member by the Chief of Police for the purpose of seeking funding for various enforcement or training projects.
13. Forms control is a function of the Watch Commanders, assisted by the Records Manager.
- B. Division Commanders accomplish planning and research activities on a part-time basis, as part of their normal staff activities and according to the functions within their respective division.
- C. The Records Manager and Crime Analyst ensure that appropriate computer generated reports are disseminated or made available to the proper Division Commander and other members for planning and research activities.
- D. The Division Commanders are responsible for formulating the written goals and objectives for the department with input from all organizational components.
 1. The department's annual Goals and Objectives are published and distributed annually to agency personnel.
 2. The Chief of Police conducts a semi-annual evaluation of the progress made toward attainment of the goals and objectives.
- E. The Chief of Police is responsible for the development, review, revision and maintenance of a current multi-year plan that includes:
 1. Long term goals and operational objectives.
 2. Anticipated workload and population trends.
 3. Anticipated personnel levels.
 4. Anticipated capital improvements and equipment needs.

Attachments: N/A

Index as: Planning and Research
Goals and Objectives
Multi-Year Plan

References: N/A