Jason Bammann, Chief of Police

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GENERAL ORDER 15
PLANNING, RESEARCH, BUDGET AND CRIME ANALYSIS
EFFECTIVE DATE: March 22, 2024
SUMMARY OF REVISIONS:

PURPOSE: The purpose of this chapter is to ensure division personnel perform certain planning functions; formulate written goals and objectives; and identify, collect, collate, and analyze criminal event data and information in an effort to prevent and solve crime, apprehend criminal offenders, and recover stolen property.

15.1   PLANNING AND RESEARCH

15.1.1 PLANNING AND RESEARCH

Planning for a law enforcement agency involves the development and utilization of limited personnel, equipment, and resources in ways that will favorably affect future public welfare.

Goals and objectives: Goals and objectives will be formulated through meetings of agency supervisors and other agency personnel.

Budgets: Budgets will be formulated by the Office of the Chief using data submitted by each section or component and submitted for review, revision and inclusion by the Chief of Police for the final budget

proposal to be submitted to the Safety Director.

Statistics: Case and arrest statistics, calls for service, citations, and crash statistics will be compiled by the Records Section Operations Supervisor or his/her designee to assist in formulating schedules, demonstrating staffing needs, implementing directed patrol plans, and devising crime prevention efforts.

Grants: Bureau or Section needs may be met through the assistance of Federal or State grants. Information should be compiled and analyzed that may assist in procuring such aids. All agency personnel are responsible to evaluate grant opportunities and make recommendations to the Chief.

Plans: Plans, which are documented identification of methods to achieve desirable goals or condition, will be formulated by Bureau Commanders or supervisors of sections, units, or components.

15.1.2 RESPONSIBILITY FOR PLANNING AND RESEARCH

The Chief of Police or his/her designee(s) shall be primarily responsible for the planning and research function and shall have access to any and all necessary information resources within the Division. Planning and research activities are conducted at the direction and with the full authority of the Chief of Police.

15.1.3 MULTI-YEAR PLAN

The planning process and its end product are essential to effective agency management. The agency should have a clear written articulation of goals and objectives and a plan for achieving them. The plan should cover successive years beyond the current budget year and contain provisions for frequent updating.

The agency maintains a current multi-year plan that includes the following:

A. **Long term goals** and operational objectives for the agency.

B. **Anticipated workload** and population trends.

C. Anticipated **personnel levels**.

D. Anticipated **capital improvements** and equipment needs.

E. The plan shall be reviewed and revised at least once every three years. The Deputy Chief of Police is responsible for the review and revision of the multi-year plan. The Chief of Police has final approval of the plan.

15.2   GOALS AND OBJECTIVES

15.2.1   GOALS AND OBJECTIVES (LE1)

Written goals and objectives will be formulated annually for the agency and for each organizational component. Goals and objectives will be formulated through meetings of agency supervisors and other agency personnel. Copies of written goals and objectives will be available to all personnel via the division's intranet (CopNet).

15.2.2 GOALS AND OBJECTIVES EVALUATION

The officer in charge of each organizational component will submit periodic reports, as a part of the annual report, of progress made toward attaining written goals and objectives.

15.3   CRIME ANALYSIS

15.3.1 CRIME ANALYSIS PROCEDURES

A. **Source documents**: Crime analysis will be based on offense and case investigation reports, arrest summaries, call for service reports, citation reports, and crash reports. These source documents are located in the Computer Aided Dispatch (CAD) system and CRIMES Record Management System (RMS).

Among the factors to be considered in crime analysis includes:

- Frequency by Type of Crime;
- Geographical or Spatial Factors;
- Chronological or Temporal Factors;
- Victim and Target Descriptors;
- Suspect Descriptors;
- Suspect Vehicle Descriptors;
- Modus Operandi Factors;
- Physical Evidence Information;
- Problem Oriented or Community Policing Strategies.

B. **Dissemination of information:** Crime analysis information will be released in staff meetings, published on the intranet, and/or disseminated on an as needed basis to affected personnel or functions. Information that is relevant to specific line units should be sent to them directly. Information that pertains to tactical or strategic plans should be provided to all affected units. Crime analysis that would enhance public information and generate public support may be disseminated to the community.

- **Feedback:** Recipients of crime analysis may provide feedback in the form of email or other notifications.

C. **Briefing the Chief:** The Chief of Police will be briefed on crime patterns and trends through staff meetings and crime analysis reports forwarded to the Chief of Police.

CROSS REFERNCE TO STANDARDS AND POLICIES: General Orders 15.1.1, 17.1.1, 33.6.1, 35.1.1, 42, 43.1.1, 44.1.1, 45.1.1, 51.1.1, 52.1.2, 54.1.1, 61.1.1, 61.2.1, 61.3.1, 72, 73.1.1, 81, 82, 84.

CROSS REFERENCE TO FORMS: Personnel Organizational Chart, Functional Organizational Chart, Job Descriptions, Annual Report, Monthly Report, Accreditation Audit Worksheet, Forms Matrix, Accreditation Audit Matrix, Case Summaries, UCR Report, Five Year Plan (Multi-year plan), Goals and Objectives, Crime Analysis Report,