

Chapter: 15	Planning and Research, Goals and Objectives and Crime Analysis
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Chapter 15 Planning and Research, Goals and Objectives and Crime Analysis

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15.1.1 Activities of Planning and Research

Planning and research is the process whereby the Department can favorably affect future conditions of the Department. The planning function facilitates productive and responsible management of Departmental resources.

Planning and research activities are essential to effective management and are performed at all levels in the Department. Among these functions in the various levels and components are analyses of reported crimes, requests for service, development of agency short-term and long-term strategies, budget development, capital improvements, grant management, information management, staffing analysis, systems analysis, written directives process, and liaison with other criminal justice agencies.

The CIS Lieutenant, under the direction and command of the Chief of Police, has primary responsibility for the Department's planning and research activities and the coordination of the planning process.

In collaboration with the Department's command staff and Information Technology Department, the Intelligence Detective/Criminal Analyst has access to the necessary planning/research information resources needed to collect data and make programmatic recommendations.

In order to meet the complexities and demands required to support the planning and research function, the Department shall assign the Intelligence Detective/Criminal Analyst the responsibilities of providing direct administrative support to the planning and research function.

The planning and research functions and activities specifically include, but are not limited to:

- A. Maintaining liaison with other criminal justice planning agencies;
- B. Performing district analysis and staffing allocation studies;
- C. Compiling and disseminating various analytical reports to the affected components of the Department;
- E. Assisting in the preparation of the Department budget;

- F. Assisting in the preparation of grants;
- G. Assisting in contingency planning or
- H. Preparing such other reports or recommendations as directed by the Chief of Police.

All analytical reports of operational activities are disseminated to the affected organizational units.

15.1.2 Organizational Placement/Planning and Research

The planning and research effort is directed by the Chief of Police. The Intelligence Detective/Criminal Analyst reports directly to the CIS Lieutenant and has ready access to the Chief of Police.

The organizational chart will be accessible to all agency personnel by way of the current online document management system.

15.1.3 Multiyear Plan

The New Bern Police Department's strategic plan covers the Goals and Objectives which lead the Department into the future. It will serve as a benchmark to guide the Department in its choices regarding budget requests, training priorities, grant applications, deployment of personnel and allocation of facilities.

- A. Long-term goals and operational objectives.**
- B. Anticipated workload and population trends.**
- C. Anticipated personnel levels.**
- D. Anticipated capital improvements and equipment needs.**
- E. Provisions for review and revision as needed.**
- F. Collaborative Systems Review.**

15.1.4 Succession Planning

- A. The Chief of Police will maintain a documented succession plan for the development of command and executive leadership.
- B. The plan will outline the personnel and their level of preparation to assume vacated command and executive-level positions.
- C. It is important to note that while the plan is not binding, it serves to ensure continuity within the agency as attrition in critical positions occurs.
- D. The plan will be reviewed at least annually during multiyear planning and revised as deemed necessary.

15.2.1 Annual Updating/Goals and Objectives

With input from personnel via the chain of command, Division Captains will develop both short-term and long-term goals and objectives aimed at enhancing the services provided by the department. The goals and objectives will be reported to the Chief of Police in the agency's Strategic Plan.

15.2.2 System for Evaluation/Goals and Objectives

Division Captains will evaluate the progress towards completing the stated goals and make adjustments as necessary. Progress will be tracked by way of an annual review of the Strategic Plan.

15.3.1 Establish Procedures (CALEA Standard 40.1.1)

A. Identifying documents from which crime analysis data elements are extracted.

Data is collected from records and reports within the New Bern Police Department, as well as from other criminal justice agencies and governmental agencies. This data is extracted from the following sources:

1. Arrest reports
2. Calls for service / dispatch reports
3. Field interview reports
4. Incident reports
5. Investigation reports
6. Victim / witness reports
7. Cooperating source interviews
8. Geographic Information System (GIS) Technology
9. Other Federal, State, and local agencies

B. Evaluation of data and findings for accuracy.

The Intelligence Detective/Criminal Analysts' supervisor will be responsible for reviewing submitted and published documents for accurate and appropriate information.

C. Disseminating analysis findings.

The crime analysis information is forwarded to the following individuals, groups, or agencies:

1. The command staff, management staff, supervisory staff, and/or departmental units affected by these results.
2. Criminal justice agencies who have requested this information.
3. If applicable, other individuals or community groups who have requested this information after a careful review of the information to ensure that no unauthorized information is being disclosed.
4. Any other individual, group, or agency deemed appropriate/necessary by the Command Staff or their designees subject to public records law.

D. Briefing the agency's chief executive officer on crime patterns or trends.

The Chief of Police will be briefed concerning the crime analysis data collected, collated, analyzed, and distributed during scheduled Supervisory Staff meetings or individual meetings when appropriate.