Subject: Planning, Research, and Operational Development		Policy Number: ADM: 44
Revision Number: 04	Effective Date: 11/17/2025	Original Issue Date: 10/11/2007

1) PURPOSE

a) The purpose of this policy is to explain how departmental planning and research functions will be completed.

2) POLICY

a) Planning, research, and operational development functions are essential to the effective management of the Department of Public Safety. Therefore, it is the policy of the Department to engage in both short and long-term planning to develop departmental goal, objectives, and operational strategies; engage in research to identify industry standards and best practices; aid in policy development; and to conduct crime analysis to support management and departmental operations.

3) APPLICABILITY

a) This policy applies to all employees of the Department of Public Safety.

4) REFERENCES

a) CALEA Standards Chapter 15 – Planning and Research, Goals and Objectives, and Crime Analysis.
b) IACP National Law Enforcement Policy Center – Crime Analysis

5) DEFINITIONS

a) **Analysis** – The systematic analysis of reliable and valid data collected on crimes, crashes, and other events to prevent and suppress future occurrences by trying to determine the frequency with which events occur, where they occur, and the extent to which they are associated with other events.
b) **Planning** – For purposes of this policy, planning is defined as the development and utilization of available personnel, equipment, and resources in ways that will favorably affect future public welfare.

6) OPERATIONAL PROCEDURES

a) **General** – Planning, research, and operational development activities will be primarily the function of the Research and Development (R&D) Section under the direct supervision of the Office of the Chief. Certain planning functions, as identified below, will be handled directly by the Office of the Chief.

b) **Planning**

i) Strategic planning, or long-term, multi-year planning, is a function of the Office of the Chief and designated staff members whose duties include multi-year planning for the department. These duties include, but are not limited to, developing long-term Law Enforcement Program (LEP) goals and operational objectives, anticipation of workloads based on population trends and other factors, anticipation of personnel levels, anticipation of capital improvements and equipment needs, etc. The Chief of State Police will meet with staff members at least annually, usually at the beginning of the fiscal or calendar year, to review and revise the multi-year plan for upcoming years.

ii) Operational planning is a shared function between the district/section commanders in coordination with the Office of the Chief. The district/section commanders will be responsible for developing and maintaining Standard Operational Procedures for their respective districts/sections, developing and implementing operational plans for events and activities, designing preventive patrol/criminal activities, and assisting in the formulation of departmental policies and procedures.

iii) All LEP employees will perform planning, research, and operational development activities on a part-time basis, as assigned. These activities may include, but not be limited to; policy development, compiling and reporting statistical data related to operational activities, collaborating on specific projects, etc. The R&D Section will coordinate all planning and research work and report directly to the Chief of State Police through the Standards Bureau commander.

c) **District Operations Plans and Criminal / Traffic Analysis**

i) Bureau commanders within the State Police Division will formulate goals and objectives for their respective bureaus in a District Operations Plan. Goals and objectives will directly support the attainment of the

department's long-term goals and must be updated annually, usually at the beginning of each fiscal or calendar year. The Office of the Chief will ensure that goals and objectives are well planned, documented, and made available to all agency personnel. The plan will include, but not be limited to, the following:

(1) District Crime Analysis
(2) District Traffic/Crash Analysis
(3) District Goals
(4) District Performance Measures
(5) Procedures for monitoring activity
(6) District concerns/issues

ii) The District/Section Operations plans will be submitted to the Zone Commander for review and approval. Once approved, the plan will be disseminated to district personnel.

iii) The data used for each analysis will be derived from crime/traffic investigative reports, weekly activity reports, Computer-Aided Dispatch records, and information within the Department of Public Safety's Criminal Justice Information System (CJIS). Crime/Traffic data analyzed may include, but not be limited to, the following:

(1) Type of crime/event
(2) Date and time of occurrence
(3) Victim/Target characteristics
(4) Location e. Method of operation (Modus Operandi)
(5) Significant, contributing and/or causation factors

iv) District/Section Commanders will make presentations, as required by the Chief, through a modified CompStat process on all operational activities within the geographical boundaries of each state police district. The presentations will focus on:

(1) Problem Identification (Trends and Patterns)
(2) Identification of Effective Strategies (Analysis)
(3) Strategy Implementation (Action)
(4) Measures of Effectiveness (Evaluation & Follow-Up)

d) **Crime Prevention**

i) District/Section Commanders will ensure that crime/traffic information is analyzed with the goal of identifying patterns and trends to target programs by crime type and geographical area. Any analytical reports

generated will be disseminated to personnel in both the uniform and investigations bureaus for use in properly planning field enforcement or preventive activities. District/Section Commanders will also ensure that community input is taken and considered when developing operational strategies and programs to address community perceptions or misperceptions. Additionally, District/Section Commanders will have officers assist in organizing crime prevention groups in residential and business areas and maintain liaisons with such groups. The agency may also provide crime prevention input into development and/or revision of zoning policies, building codes, fire codes, and residential/commercial building permits. The Office of the Chief will be responsible for conducting a documented evaluation of crime prevention programs at least once every two years.

e) **Community Involvement**

i) The Department's community involvement function will provide the following, at a minimum:

(1) Establish liaison with existing community organization or establish community groups where they are needed.
(2) Assist in the development of community involvement policies.
(3) Publicize Department objectives, community problems and objectives.
(4) Convey information from citizens' organizations to the Department.
(5) Improve Department practices bearing on police community interaction.
(6) Develop problem oriented or community policing strategies.

ii) The State Police Uniform Bureau Deputy Chief will be responsible for compiling information from all the Law Enforcement Program divisions related to community involvement projects. Subsequently, a quarterly report will be submitted to the Chief that will minimally contain the following:

(1) A current listing of concerns voiced by communities within our jurisdiction.
(2) A description of potential problems that have an impact on law enforcement efforts within the communities within our jurisdiction.
(3) Recommendations that address previously identified concerns.
(4) A description of progress achieved in reaching previously identified concerns and/or problems.

iii) The quarterly report will be due at the end of the month following the quarter being reviewed. A copy of the Deputy Chief's report will be forwarded to the R&D Section for CALEA-related purposes.

iv) Procedure for Transmitting Community Related Information

(1) Any department employee who receives any information described above will transmit that information to their District/Bureau Commander.

(2) The District/Bureau Commander will evaluate the information for purposes of forwarding to the Uniform Bureau Deputy Chief.

(3) The District/Bureau Commander will transmit the community involvement related information to the Uniform Bureau Deputy Chief on a quarterly basis. This information will be included in the Quarterly Report prepared by the Uniform Bureau Deputy Chief.

f) **Research & Development**

i) The Research and Development (R&D) Section is responsible for researching and identifying industry standards and best practices, developing policies, procedures and directives, researching and testing new equipment, auditing operational units, and researching, coordinating, and managing projects as assigned from the Office of the Chief.

ii) Management of the Commission on Accreditation for Law Enforcement Agencies (CALEA) accreditation process is the responsibility of the CALEA Accreditation Manager, who will be assigned to the R&D Section. The CALEA Accreditation Manager will be responsible for ensuring compliance with CALEA standards, including but not limited to, ensuring departmental policies and procedures meet CALEA standards; coordinating the collection of proofs of compliance with CALEA standards; coordinating the dissemination of information on the accreditation process to all agency personnel; representing the Department at CALEA conferences or functions; and managing and coordinating the accreditation/reaccreditation process.

iii) Forms control is a function of the R&D Section. These duties will include, but not be limited to, maintaining hard copies and electronic versions of agency forms in use, routinely reviewing agency forms and updating them periodically, and disseminating agency forms as necessary. Requests for new forms or revisions to existing forms will be sent to the R&D Section

where requests will be evaluated, prioritized, and tracked. The R&D Section is the central repository for agency forms.

7) ATTACHMENTS

a) **NONE**

8) APPROVAL

APPROVED BY: _____ **DATE:** 11/17/25

DPS Cabinet Secretary