

## TAKOMA PARK POLICE DEPARTMENT - GENERAL ORDERS



<b>TITLE:</b> Planning and Research		<b>Number:</b> 309
<b>Effective Date:</b> June 28, 2016		<b>Review Date:</b> June 28, 2022
New	X Amends	Rescinds
Authority: <b>Chief Alan Goldberg</b>		Dated: March 18, 2002
		Total Pages 3

**01 Purpose:** To describe planning and research responsibilities within the Department.

**02 Policy:** When a request for planning and research information is made, all employees will cooperate and respond promptly with correct and adequate information. Within severe budget and staffing limitations, the Department will make every effort to perform planning and research functions including but not limited to:

- \* **Analysis** of reported crimes and requests for service;
- \* Authoring of yearly goals and objectives, and budget recommendations, including process review as needed;
- \* **Liaison** with other criminal justice planning agencies;
- \* Development of operational procedures and policy guidelines;
- \* **Budget** development
- \* **Forms** control;
- \* **Grant** management;
- \* **Strategic** operational planning;
- \* **Traffic** analysis, and
- \* **Information** management.

**03 Responsibilities:** Over-all supervision of the planning and research function rests with the Chief of Police. The Chief will include multi-year planning in the Annual Report, to cover at least:

- \* Goals and operational objectives;
- \* Anticipated workload and population trends;
- \* Anticipated personnel levels; and
- \* Planned capital improvements and equipment needs.

Employees' responsibilities include:

**A. Crime Analysis:** This is a responsibility of the Sector Supervisors in conjunction with the CID. See General Order 505 Crime Analysis.

**B. Yearly Goals and Objectives, and Budget Recommendations:**

**1.** Every employee, sworn and non-sworn, may communicate in writing to his/her supervisor no later than November 6 of every year:

- \* Ideas for goals of and/or improvements in operations and morale of the shift or work place, and
- \* Ideas for goals of and/or improvements in operations and morale of the department as a whole.

**2.** Team and Section Supervisors will review all comments received and prepare a summary memorandum to their Division Commander no later than November 15 of every year. Personal recommendations should be included. Statistics to support recommendations will be used whenever possible.

**3.** The Patrol Operations Commander, the Criminal Investigations Commander, and the Administrative Services Supervisor will evaluate progress made in attaining annual goals as documented in the Annual Report. They will comment on the same and provide their component=s goals for the upcoming year, using the recommendations of those they supervise, in a memo due by November 25.

**C.** Liaison with Other Criminal Justice Planning Agencies: This is the responsibility of the Police Planning Manager, who will make periodic reports as appropriate to the Chief of Police.

**D.** Operational Procedures and Policy Guidelines: Policy memoranda are issued from time to time, but will be incorporated into the General Orders as soon as possible. With input from all Department components, this is the responsibility of the Police Planning Manager and the Chief of Police.

**E.** Budget Development: The Patrol Operations Commander, Criminal Investigations Commander, and The Administrative Services Commander will submit budget recommendations each year when requested by the Chief of Police. They will also assist with drafting, revising and finalizing the budget, and are responsible for quantified written justification whenever they recommend any total budget or line item dollar increase for their respective components or the Department.

**F.** Forms Control: This is the responsibility of the Forms Coordinator, usually the Police Planning Manager. See Procedure 310 Forms Control.

**G.** Grant Management: This is the responsibility of the Division Commander under which the grant falls.

**H.** Strategic Operational Planning: This is the responsibility of the Criminal Investigations Commander and the Patrol Operations Commander, in consultation with the Chief of Police. Other employees may be asked to participate in the planning as well. See General Order 632.

**I.** Traffic Analysis: This is a responsibility of the Operations Commander and the Supervisor of Traffic Enforcement, as described in General Order 712.

**J.** Information Management: This is a function of the Police Public Information Officer and includes but is not limited to, responsibility for gathering and disseminating information to the Department, City officials, other City Departments, the press, and citizens. See General Order 621.

**K. Dissemination of Analytical Reports:** Studies or analysis of information by organizational units will be disseminated to all employees on a need-to-know basis. Such studies/analysis could include, for example, crime analysis data, accident data, manpower allocation information, and inspection reports.