

DEPARTMENT GENERAL ORDER 07-42

OFFICE of the CHIEF OF POLICE
REPLACES: General Order 98-32
SOP 201.06.00

DATE: February 7, 2007

PLANNING AND RESEARCH

I. PURPOSE.

The integration of a formal planning and research function within the Police Department will serve to examine and report on statistical data, research and develop alternatives to existing operational tasks, plan future agency deployments and programs, and distribute information concerning legal, environmental, and operational changes affecting law enforcement.

II. DEFINITIONS.

Planning - The development of a method or design intended to serve as a guide in the implementation of operational or policy decisions.

Research - A careful and systematic investigation to increase the sum of knowledge.

III. PLANNING AND RESEARCH FUNCTION.

Departmental planning may be conducted by means of individual assignment or through the establishment of a special committee. In either event, planning and research activities will be conducted in a professional manner, with input solicited from other department members and sources as necessary. Planning efforts shall be coordinated with those personnel who may be affected by plan information or activation, and the final product will be subject to review and revision by the Chief of Police.

A. Organizational Placement

The primary planning and research function shall be located within the Office of the Chief of Police and will be responsible for special event and emergency planning, departmental accreditation, ordinance and policy research, and various statistical/equipment reports.

Secondary sources of planning may rest with personnel assigned to

either the Investigative and Support Bureau and/or the Field Operations Bureau. These individuals may be responsible for certain VIP and special event planning while also preparing crime analysis reports, statistical summaries, traffic accident comparisons, and other analytical or administrative reports.

B. Access to Chief of Police/Resources

Personnel assigned to the planning function shall operate under the general direction and control of the Chief of Police, and will have routine contact and access to same. Acting under the authority of the Chief of Police, planning personnel shall be granted full cooperation from other members of the departmental staff, with requests for information or resources satisfied in a timely manner.

C. Allocation of Planning Responsibilities

Individual department staff members may be tasked to conduct planning and research activities in conjunction with their specific job assignments or area of expertise (Ex. armorer, crime prevention, etc.). Should this be the case, the employee(s) will coordinate their activities with the department's supervisory and command staff, and submit their finished product to the Office of the Chief of Police or other appropriate commander for review.

IV. DISTRIBUTION OF PLANNING/ANALYTICAL REPORTS.

Statistical, analytical, operational and/or tactical reports and plans which may be prepared by the planning function or responsible departmental staff shall be distributed to internal organizational units, other City Departments, and outside agencies as necessary.

BY ORDER OF:

THOMAS J. BYRNE
Chief of Police

TJB:dld

CALEA Reference: 15.1.1/15.1.2
46.1.1/46.1.5