

THURMONT POLICE DEPARTMENT			
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Subject: Planning and Research			Replaces Page No:
CALEA Standard: 15.1	Distribution: ALL	Amends:	Number of Pages: 4
Related Documents:			Rescinds:

This Directive is for internal use only, and other than as contraindicated here this Directive does not create or enlarge this Department's, governmental entity's, any of this Department's officers, and/or any other entities' civil, criminal, and/or other accountability in any way. This Directive is not to be construed as the creation of a standard of safety or care in any sense, with respect to any complaint, demand for settlement, or any other form of grievance, litigation, and/or other action. Deviations from this Directive, if substantiated, can only form the basis for intra-Departmental administrative action(s) (including discipline and/or termination).

I. PURPOSE:

To establish the planning and research functions, and responsibilities of the Thurmont Police Department.

II. POLICY:

It shall be the policy of the Thurmont Police Department to perform, on a regular basis, planning and research of operational functions to realize effective management of current police services and to better anticipate future needs.

III. DEFINITIONS:

GOAL: is a relatively broad statement of an end result that the Department intends to ultimately achieve. It usually requires an extended period of time to achieve and, whenever possible, is stated in such a way as to permit measurement of its achievement.

OBJECTIVE: is a lesser result that the Department needs to achieve in order to attain a stated goal. The achievement of numerous objectives or a series of objectives is often required to attain a single goal.

STRATEGY: is a careful plan or method used to achieve an objective, and ultimately a goal.

IV. PROCEDURE:

ALL MATTERS OF PLANNING AND RESEARCH SHALL BE VESTED WITH THE CHIEF OF POLICE.

ADMINISTRATION

A. Planning and Research:

1. As a matter of standard operating procedure, ideas requiring planning and research may be included in the annual preparation of Department goals and objectives.
2. The functions and activities normally associated with planning and research will include, but will not be limited to the following:
 - a. Budgeting,
 - b. Multi-year plans,
 - c. Goals and Objectives,
 - d. Manpower allocations alternatives,
 - e. Capital improvements and new equipment,
 - f. New or changes in specialty assignments,
 - g. Traffic signs, signals, or other traffic related analysis,
 - h. Uniform crime reporting,
 - i. Liaison with other criminal justice agencies,
 - j. Crime Analysis.
3. Planning and research needs will be made known to the Chief of Police through the chain of command. All personnel are encouraged to submit ideas for improved service.
4. At the direction of the Chief of Police planning and research projects will be assigned to subordinate personnel.

5. Upon receipt of an assignment the Officer assigned shall conduct all necessary research including data collection and formulate conclusions, and recommendations to give the Chief of Police an accurate as possible report on the assigned project.

OPERATION

B. Access to Information and Resources:

1. Individuals assigned to planning and research projects will have access to all information and resources necessary to complete the assigned project.
2. Other operational components that normally engage in planning and research activities include, but are not limited to, the following:
 - a. Crime Prevention Officer,
 - b. Investigations,
 - c. Traffic Information,
 - d. Youth Services,
 - e. Records.
3. Monthly reports submitted by these components are used as the basis of many plans within the Department.

C. Access to Command Personnel:

1. There will be immediate access to the Chief of Police in order to enhance the planner's ability to collect data and make recommendations to aid the Chief of Police in his ability to make informed decisions.

D. Distribution of Reports:

1. The various monthly reports generated by the organizational components when compiled are then disseminated to the operational component affected.

ATTACHMENTS:

DOCUMENT DATES:

Amended Date:

Review Date:

Review Date:

Rescinds:

Order Written by: Lt. Shawn R. Tyler

Order Edited and Approved by: Chief Gregory L. Eyer

CALEA Standards included in this Order
Chapter 15.1-15.2 PLANNING AND RESEARCH