

WEST PALM BEACH POLICE DEPARTMENT

I-19 PLANNING AND RESEARCH

EFFECTIVE: 09/30/2005

CALEA Standards: 11.4.2, 11.4.3, 11.6.1, 11.6.2, 11.6.3, 11.6.4, 16.1.2

CFA Standards: N/A

I. POLICY: The West Palm Beach Police Department will maintain a Planning and Research unit to enhance management and operations. The Unit shall be under the supervision of the Support Services Bureau Commander, but shall have direct access to the Chief of Police on matters of accreditation, Staff Inspections, Crime Analysis, Grant Writing and any special project as directed by the Chief of Police.

II. RESPONSIBILITY FOR SERVICES AND RESOURCES:

A. The basic function of the Planning and Research unit shall include:

1. Prepare staff studies on law enforcement or related support duties.
2. Serve as a resource in law enforcement planning and research matters.
3. Assist in development of short and long range Department plans or goals.
4. Analyze and report on various Department programs, prepare summary reports for management.
5. Perform and assist in the development of special projects as directed by the Chief of Police or designee.
6. Act as a liaison between the Department and other agencies in relation to planning and research activities.
7. Analyze operational activities and conduct surveys.

B. The Planning and Research unit shall develop and update a Multi-year Plan that shall include:

1. Long term goals and operational objectives.
2. Anticipated workload and population trends.
3. Anticipated personnel levels.
4. Anticipated capital improvements and equipment needs.
5. Provisions for review and revisions.

C. All units of the Police Department may utilize Planning and Research Functions. All analysis will be distributed to the unit requiring the information and any other component, which may be affected by the information.

D. All available resources shall be made available to the Planning and Research Unit through computer access to the department central records system, the city and department network systems, and Internet access to state and other agencies.

III OTHER FUNCTIONS:

Accreditation: The Planning and Research Unit shall be responsible for providing policies and procedures that meet or exceed the minimum requirements set forth by the Commission on Florida Law Enforcement Accreditation (CFA) and the National Commission on Accreditation for Law Enforcement Agencies (CALEA), and maintaining these policies in compliance. The Accreditation Unit shall be responsible for ensuring that periodic report's, reviews and other activities mandated by applicable accreditation standards are accomplished through the collection of compliance documentation, and audits conducted once per quarter.

Grant management: The Planning and Research Division Commander shall be responsible for grant management including, but not limited to, grant research, application, implementation, reporting, coordination and monitoring of all grants.

Special Projects: The Chief of Police will assign projects that require research, analysis, and planning to develop and evaluate alternate resolution strategies. These projects will be assigned to the person or

organizational component with the greatest level of expertise and experience in the subject matter. The Support Services Division Commander shall be responsible to Perform and/or assist in the development of all special projects assigned.

Forms Administration: The Planning and Research Unit is responsible for the design of all forms used by the department. Forms which are exclusive to units within the department and not used by the remainder of the department, will be designed by a member of that unit with the assistance of the Planning and Research Unit. All forms will be available in both print and electronic format.

A. Review of Forms: Form approval and coordination is accomplished by the Chief of Police and staff. Proposed forms shall be reviewed by affected unit supervisors and by the Planning and Research Unit before being approved. The review process will insure that new or modified forms are consistent with records maintenance requirements, capture appropriate information, and that information is not unnecessarily duplicated.

B. Master Copies of Forms: The City of West Palm Beach Print Shop shall maintain a file which contains the master copy of a forms utilized by the department. Unit supervisors are responsible for submitting the master copy of all approved forms utilized by their unit to the City of West Palm Beach Print Shop

C. Inventory: The Quartermaster shall maintain an adequate inventory of all forms which are common to the entire department. Individual units who utilize forms exclusive to that unit shall maintain an adequate inventory of such forms.

D. Distribution: All forms which are common to the entire department will be available in the report writing room.

IV PERSONNEL DISTRIBUTION:

A. Division commanders shall reassess both the allocation and distribution of all personnel within their divisions at the discretion of the Chief of Police or every three years. Assessments may be done more frequently as needed based on new annexations, subdivisions, or businesses that may increase the impact of population growth on services.

B. Personnel allocation/workload assessment reports will include:

1. A workload assessment analysis;
2. A distribution of personnel analysis;
3. The assignment/availability factor for the division.

C. Workload assessments will be reviewed in conjunction with the department goals, objectives and budget to ensure the most efficient allocation and distribution of personnel.

V REFERENCE:

- SOP # I-3 Department Goals and Objectives

Delsa R. Bush, Chief of Police

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