

	POLICY & PROCEDURE	SERIES # <b>2101</b>	PAGE 1 OF 4
	<b>PLANNING UNIT RESPONSIBILITIES</b>		EFFECTIVE DATE <b>10/14/19</b>
			OVERSIGHT <b>Support Services</b>
	DISTRIBUTION <b>ALL MANUALS</b>	AMENDS/SUPERSEDES/CANCELS P&P #2101 dated 09/05/06.	

I. PURPOSE:

The purpose of this policy is to identify the types of Planning and Analysis which the Planning Unit will perform.

II. POLICY:

It is the policy of the Division that the Planning Unit will participate in all levels of Planning, analysis and project research.

III. PROCEDURE:

A. The Planning Unit will perform Division Planning, either separately or upon request from other units.

1. COMPREHENSIVE PLANNING:

Includes the preparation of a strategic long range plan which includes the goals and objectives of the Division for coming years.

2. EMERGENCY PLANNING:

Includes the preparation, maintenance and updating of the Police Division's Emergency Operations Plan (O-Plan 1).

3. MANAGEMENT PLANNING:

Relates to the areas of utilization of manpower, workload assessments, resources and procedural aspects rather than the actual organizational operation.

4. OPERATION PLANNING:

Includes the work of line operation. Development of procedures needed to accomplish the purposes of patrol, crime investigation, etc. Manpower and resources must be assigned to each division of service to effectively achieve its stated goals. Specific objectives must be defined and methods developed for the achievement of these plans.

APPROVED:  
CHIEF OF POLICE



5. TACTICAL PLANNING:

Tactical Planning is restricted to methods of operation to be taken at designated locations and under specific circumstances. The application procedures to specific situations such as disaster situations, or major crime events.

6. EXTRA-DEPARTMENTAL PLANNING:

Includes those areas that require action, assistance or coordination from persons or agencies outside the Division.

B. Project Analysis Responsibilities

1. Project analysis responsibilities under the supervision of Planning should include, but are not limited to the following:

- a. Complete specific projects as assigned by the Chief of Police.
- b. Research and compile data on special projects, which may encompass any phase of police administration and operational problems.
- c. In conducting research necessary to complete a project, coordinate with the various units, services, squads, city agencies, and outside agencies involved in or concerned with the project, review any pertinent literature available; contact persons and additional agencies that may have information concerning the project under research.
- d. Submit completed projects to the Chief of Police for approval. The final form must be well organized and express the writer clearly and concisely.
- e. Evaluate existing programs for efficiency and effectiveness.
- f. Propose improvement and modernization of operating methods.
- g. Compile data and general information and other material in order to make efficient recommendations relative to manpower, equipment of facilities.
- h. Compile and disseminate statistical information and analytical reports to affected line and staff units of the Division.

2. Project analysis will only be accomplished on those projects, which have been assigned or approved by the Chief of Police. The original project assignment request will be retained by the Planning Unit until the project is completed. It will then become part of the project's permanent file.

3. Projects will be assigned on the basis of priority. The Planning Unit

establishes priority on incoming projects based on the following considerations (individually, or in combination):

- a. Amount of time between receipt of the project and suspense date (if any) set by the Chief of Police.
- b. Relative importance of the project to those already assigned to the unit.
- c. Volume of workload at the time the project is received.

NOTE: The priority initially established for a project may be subsequently changed (either up or down) if circumstances warrant.

- d. In the event no specific procedures exist for a project, the general project procedures outlined in the general procedure section will be followed, except in those rare circumstances where project development would be hindered by strict adherence to the procedure.

C. General Procedures for Proposal of Projects to the Planning Unit:

1. Projects can be recommended for study by any operating element or individual of the Police Division. The projects are submitted in writing through the proper chain of command through the Chief of Police.
2. The written request will be submitted by the individual initiating the project. The sheets will then be channeled in the following manner:
  - a. The individual will submit the Project Proposal to his/her Branch Commander who will review and endorse it, then forward the recommendation to the Chief. The process of review by the Branch Commander is merely to make him aware of the recommendation. He can offer suggestions, but he will not alter nor impede the routing of this proposed project.
  - b. The Chief will consider the proposed project and will make the final decision on the feasibility of analysis, and he will mark the request as accepted or rejected for undertaking. The request will be sent to the Planning Unit who will advise the originator on the status of the project after it is received from the Chief.
  - c. The originating individual will contact the Planning Unit if the project is approved by the Chief. The unit will discuss the proposed study with the originator to gather any additional information pertaining to the problem and the desired solution.
  - d. If the study is conducted, the Planning Unit will send a final rough draft of the analysis to the originator for his/her appropriate

comments.

- e. A final copy will be submitted to the Chief of Police. The final draft should contain, if applicable, finding and alternative recommendations.

D. Emergency Management:

The Planning Unit coordinates the organization and updating of the Police Divisions Emergency Operations Plan. This plan will correspond with the City of Hampton's Emergency Operations Plan, and will be coordinated with the city's Emergency Management section. The Incident Commander (see P&P 515) has responsibility for operational procedures outlined in the Plan during an emergency.

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